NDOT CDA User's Manual

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Preparing for Electronic Bidding

Electronic Bidding

Using all elements of the electronic bidding system detailed below, bidders will be able to:

- Obtain Plans and Specifications electronically
- Prepare and submit bids electronically
- Submit bid bonds electronically
- Submit subcontractor reports and DBE information electronically

Electronic Plan Room

Plans and specifications are available at www.nevadadot.com via the E-Plan Room

Digital Certificates

In the Electronic Bidding system (e-Bidding), bid information is entered into a Contractors Desktop Application (CDA) software program. Completed bids are digitally signed and submitted to a secure vault via the internet. Electronic bidders will be required to provide a digital certificate in order to submit an electronic bid. Companies will want to make sure they have adequate digital certificates for all employees likely to submit a bid, making allowances for absences and back-up coverage. Estimating company employees will need a digital certificate to submit a bid on behalf of a contractor. Digital certificates cannot be shared under any circumstances - one employee, one certificate.

NDOT has successfully tested the Contractor's Desktop Application and submittal of e-Bids with the following digital certificates:

- IdentTrust "Personal TrustID" ($24 for 1 year)

http://www.identrust.com/certificates/buy_trustid_personal.html

- GlobalSign "PersonalSign 2" ($60 for 1 year) **(Note: PersonalSign1 will not work – the certificate must be tied to an individual identity)**

http://www.globalsign.com/authentication-secure-email/digital-id/index.html

Please see the above websites for detailed instructions on obtaining your digital certificate.

Electronic Bid Bonding

Electronic bids submitted via the vault can be accompanied by an Electronic Bid Bond. Having an Electronic Bid Bond is the simplest way to submit electronic bids. The companies listed below issue Electronic Bid Bonds. Please contact them directly for assistance in obtaining your Electronic Bid Bonds.

- Surety2000
  http://www.surety2000.com
- InSure Vision Technologies, LLC - SurePath
  http://web.insurevision.com/nevada-dot

CDA Overview

Welcome

Welcome to the Nevada Department of Transportation (NDOT) **Contractor's Desktop Application (CDA)** Help Menu. Copyright 2008, ExeVision, LLC. Licensing for use of this application must be granted by ExeVision, LLC. Phone (801) 426-7777 for more information.

System Overview

The Nevada Department of Transportation (NDOT) **Contractor's Desktop Application (CDA)** is a Windows Program for bid preparation and bid submission. Bidders for an NDOT contract can use this program to prepare and submit their bid. The CDA can be downloaded from the NDOT Website – www.nevadadot.com and installed on a PC or laptop.

Software

The bidder initially installs the CDA on their computer following the instructions in the Install CDA Software section of this document.

CDA includes the following functionality:

- Makes use of the Internet to allow bidders to perform the following:
  - Obtain bid item data
  - Save bid item data on the bidder's computer
  - Import and Export bid items to estimating software
  - Verify that certain information has been properly entered onto various forms
  - Digitally sign and submit bid data to NDOT
  - Withdraw a bid previously submitted
  - Receive electronic supplemental notices
  - Acknowledge supplemental notices
  - Submit a proposal guaranty (bid bond) to NDOT
  - Submit required subcontractor reports

CDA also provides for:

- Storing the bidder's bid item data in the SecureVault until NDOT initiates the transfer of the bid item data for the bid opening
- Maintaining a copy of the bid submitted by the contractor for non-repudiation purposes
- Verifying bid bonds

Contract Items

After installation of the CDA, the Bidder may go to the Load Contract window in the CDA and load contract information for contracts they are authorized by NDOT to bid on. This process will download to the CDA the items, quantities, and contract information for bidding of the contract. The bidder will then be able to prepare and submit a bid from their computer electronically or on a flash drive. For more information see the section on Electronic Bid Submission or Flash Drive Bid Submission

Bid Submission

The CDA will create an encrypted bid file that can be digitally signed and submitted electronically to the ExeVision SecureVault via a secure Internet connection. The bid can also be submitted manually by saving the bid file to a flash drive, printing the bid reports for a written signature, and submitting the flash drive and paper documents together.

System Requirements

The minimum recommended requirements to run the **Contractor's Desktop Application (CDA)** are:

- **Hardware:** Intel or AMD processor 3 years old or newer, 512 MB of RAM, 1024x768 display resolution, Printer
- **Software:** Windows XP or more recent Microsoft operating system, Internet connection, Web browser
- **Email:** E-mail address is required when submitting a bid electronically.

  Note: When the bid is submitted, the bidder will receive an e-mail message from the Vault indicating the status of the submitted bid. This e-mail will be sent to the address in the CDA profile (set up by the bidder).

This application is designed to be installed on individual computers. Installing the CDA on a server is not recommended and is not supported.

Requirements for Electronic Bid Submission are**:**

- Digital certificate from a certificate vendor authorized by NDOT
- Access to the Internet

CDA Help Contacts

If you have any questions, please contact the following resources:

1. **Contractor's Desktop Application (CDA) Software**

   NDOT Electronic Bidding Help Desk
   Phone: (775) 888-7070, Option 3
   Email: NDOTContractServices@dot.state.nv.us

2. **Digital Certificates**

   IdentTrust
   http://www.identrust.com/certificates/buy_trustid_personal.html

   GlobalSign
   http://www.globalsign.com/authentication-secure-email/digital-id/index.html

3. **Electronic Bid Bonds**

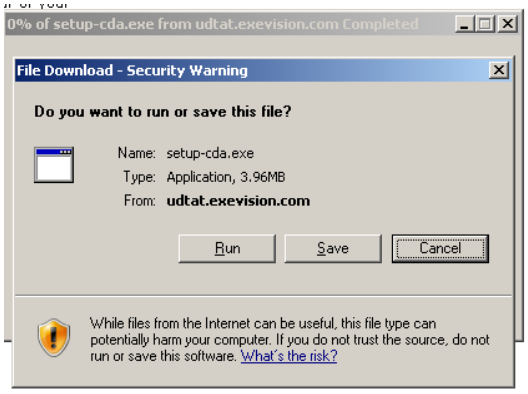
Surety2000
Contact: Lisa Clemens, Vice President
Website: www.surety2000.com
E-mail: help@surety2000.com
Phone: 800-660-3263

SurePath (InSure Vision Technologies)
Website: www.insurevision.com
Email: support@insurevision.com
Phone: 818-783-3460

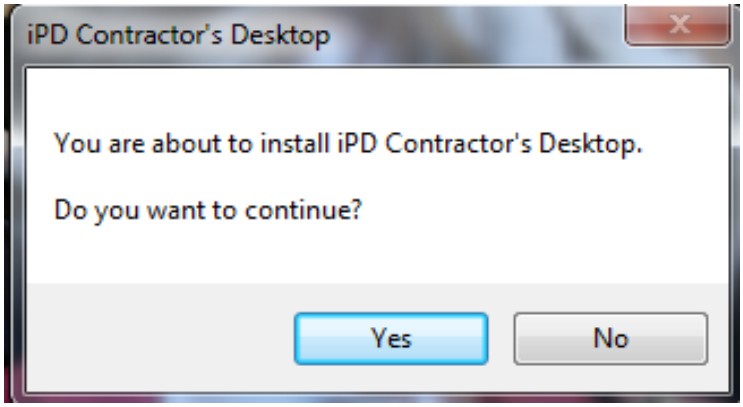
Installing CDA Software

Go to https://exvt.exevision.com/ndot/v1.001/setup-cda.exe

Click Run


0% of setup-cda.exe from udtat.exevision.com Completed
File Download - Security Warning
Do you want to run or save this file?
Name: setup-cda.exe
Type: Application, 3.96MB
From: udtat.exevision.com
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

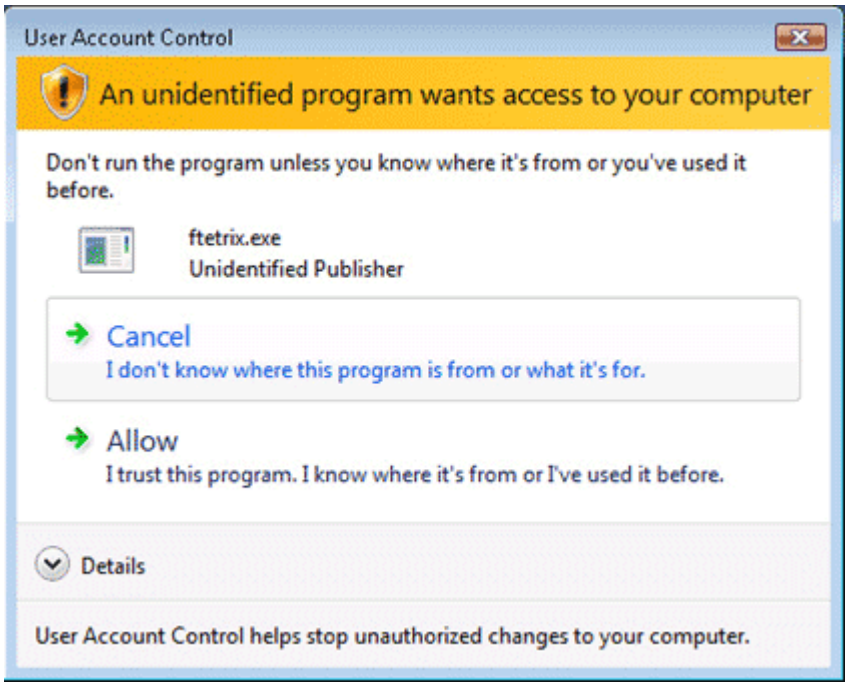
Click Yes


iPD Contractor's Desktop
You are about to install iPD Contractor's Desktop.
Do you want to continue?
Yes
No

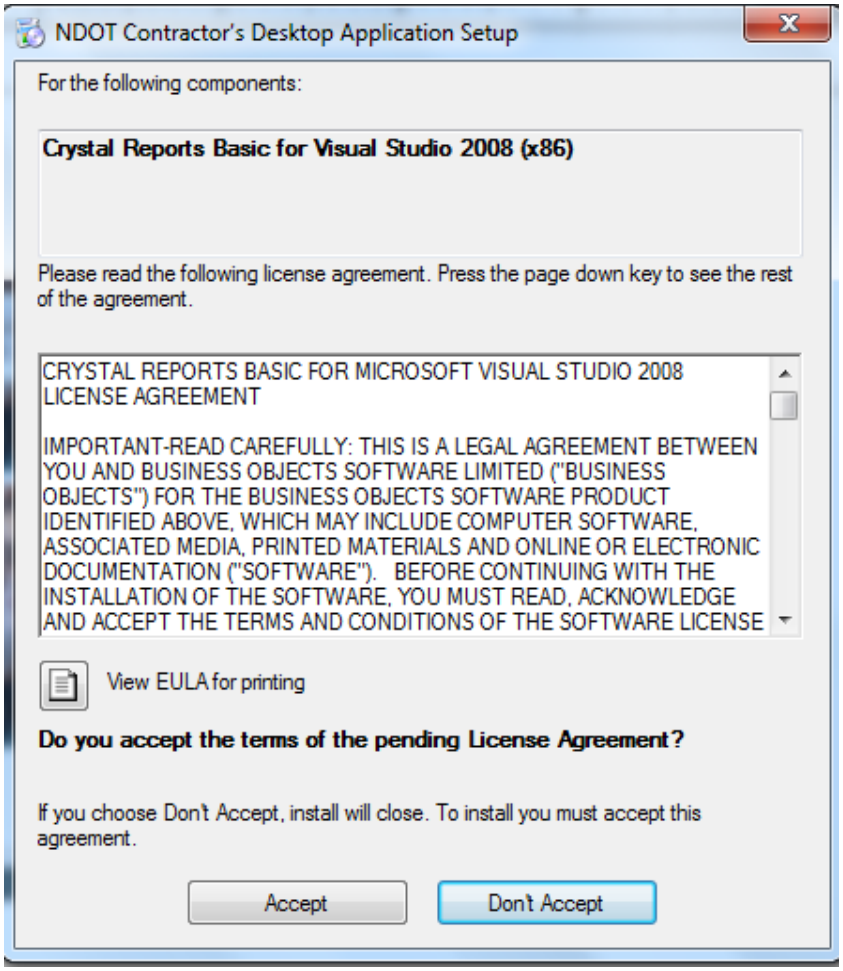
Note: If you receive the following warning, click Run

Internet Explorer - Security Warning
The publisher could not be verified. Are you sure you want to run this software?
Name: Setup-CDA.exe
Publisher: Unknown Publisher
Run
Don't Run
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

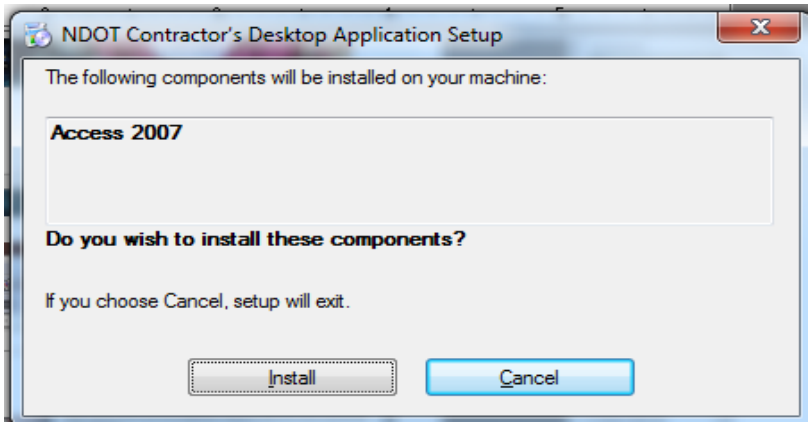
Note: If you receive the following warning, click Allow

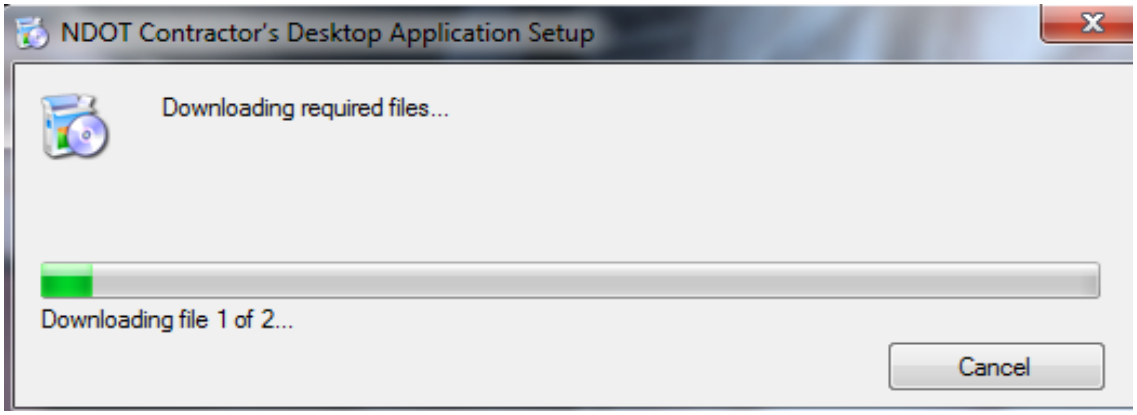

User Account Control
An unidentified program wants access to your computer
Don't run the program unless you know where it's from or you've used it before.
ftetrix.exe
Unidentified Publisher
Cancel
I don't know where this program is from or what it's for.
Allow
I trust this program. I know where it's from or I've used it before.
Details
User Account Control helps stop unauthorized changes to your computer.

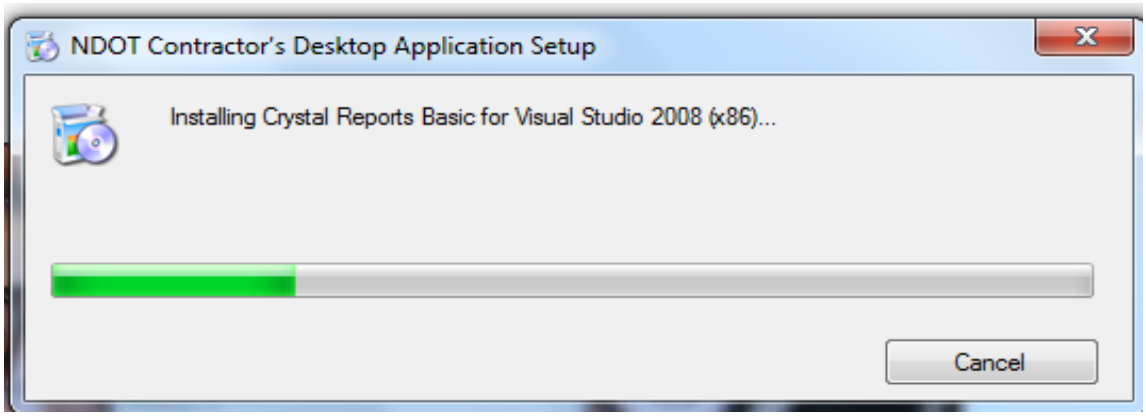
Accept the License Agreement


NDOT Contractor's Desktop Application Setup
For the following components:
Crystal Reports Basic for Visual Studio 2008 (x86)
Please read the following license agreement. Press the page down key to see the rest of the agreement.
CRYSTAL REPORTS BASIC FOR MICROSOFT VISUAL STUDIO 2008 LICENSE AGREEMENT
IMPORTANT-READ CAREFULLY: THIS IS A LEGAL AGREEMENT BETWEEN YOU AND BUSINESS OBJECTS SOFTWARE LIMITED ("BUSINESS OBJECTS") FOR THE BUSINESS OBJECTS SOFTWARE PRODUCT IDENTIFIED ABOVE, WHICH MAY INCLUDE COMPUTER SOFTWARE, ASSOCIATED MEDIA, PRINTED MATERIALS AND ONLINE OR ELECTRONIC DOCUMENTATION ("SOFTWARE"). BEFORE CONTINUING WITH THE INSTALLATION OF THE SOFTWARE, YOU MUST READ, ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE
View EULA for printing
Do you accept the terms of the pending License Agreement?
If you choose Don't Accept, install will close. To install you must accept this agreement.
Accept
Don't Accept

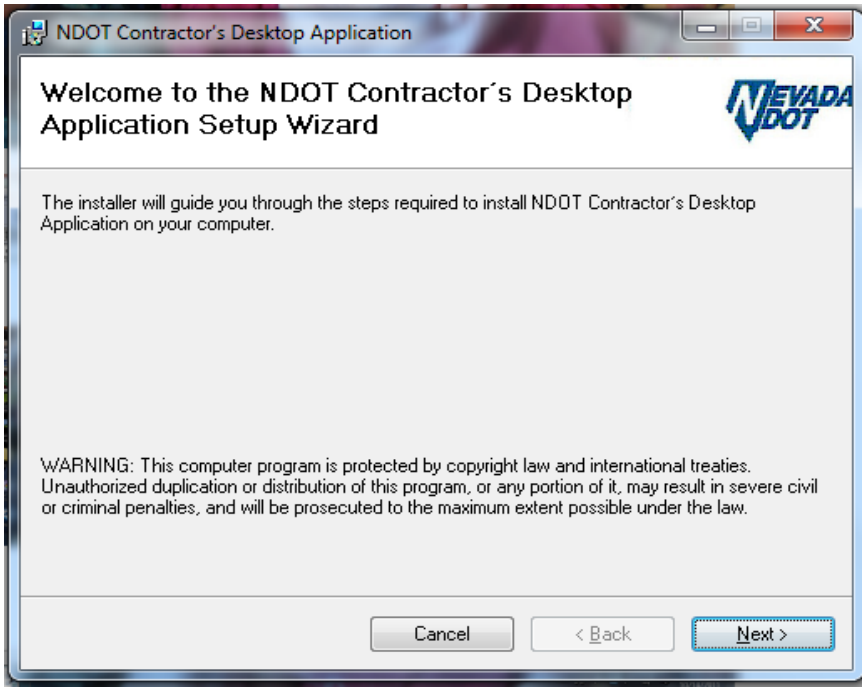
Click Install


NDOT Contractor's Desktop Application Setup
The following components will be installed on your machine:
Access 2007
Do you wish to install these components?
If you choose Cancel, setup will exit.
Install
Cancel

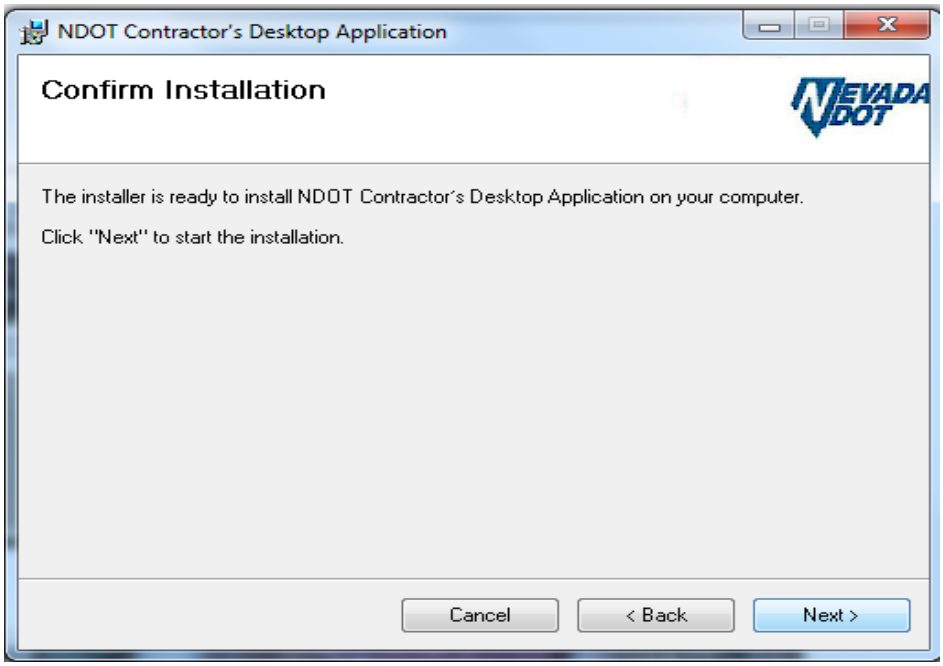




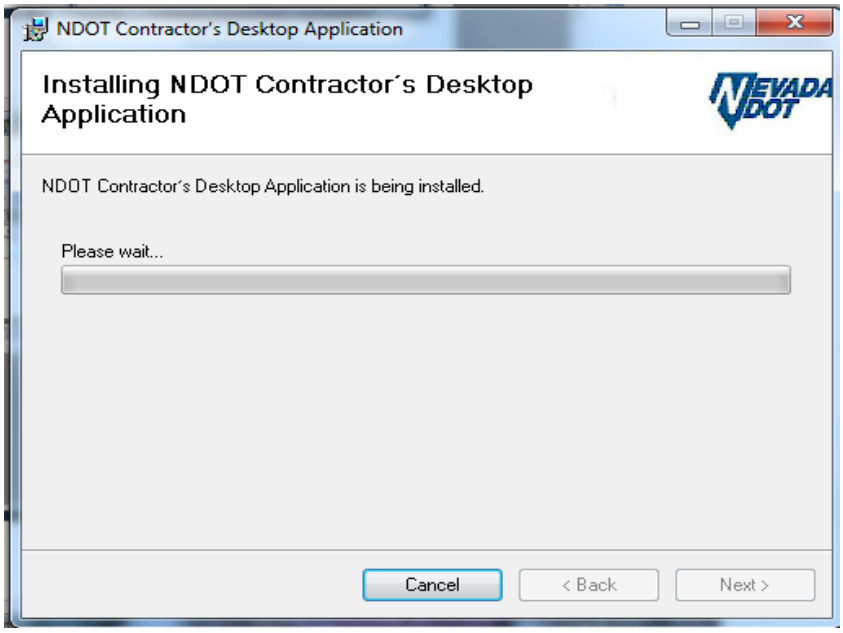
Click Next to start the Setup Wizard


NDOT Contractor's Desktop Application
Welcome to the NDOT Contractor´s Desktop Application Setup Wizard
The installer will guide you through the steps required to install NDOT Contractor´s Desktop Application on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

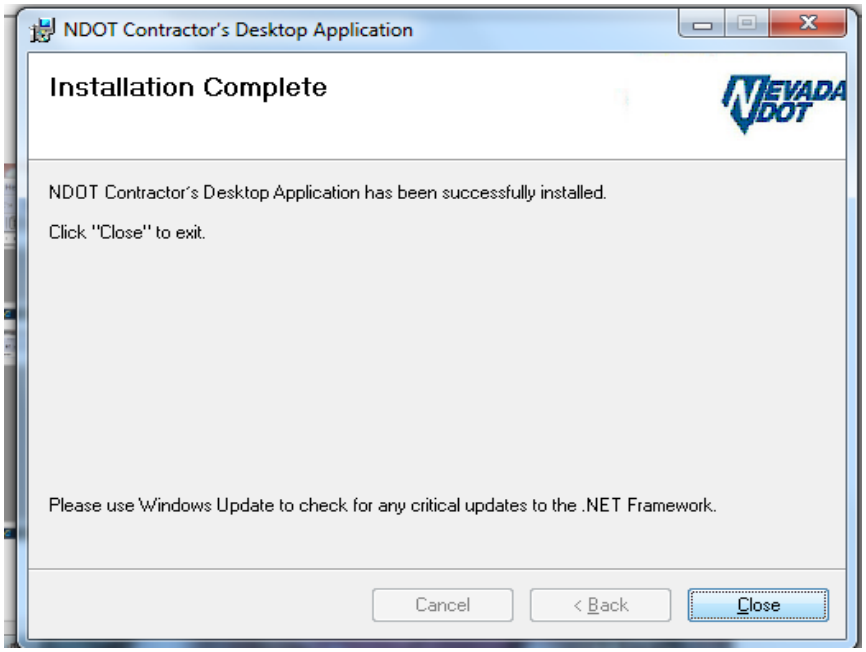
Click Next to Confirm Installation


NDOT Contractor's Desktop Application
Confirm Installation
The installer is ready to install NDOT Contractor's Desktop Application on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

The following screen will display during installation (this may take from several minutes up to 30 minutes, depending on your computer and the connection speed)



Click Close to complete the installation


NDOT Contractor's Desktop Application
Installation Complete
NEVADA DOT
NDOT Contractor's Desktop Application has been successfully installed.
Click "Close" to exit.
Please use Windows Update to check for any critical updates to the .NET Framework.
Cancel
< Back
Close

You should have a NDOT Contractors Desktop Application icon on your desktop.

Double-click this icon to open the application.

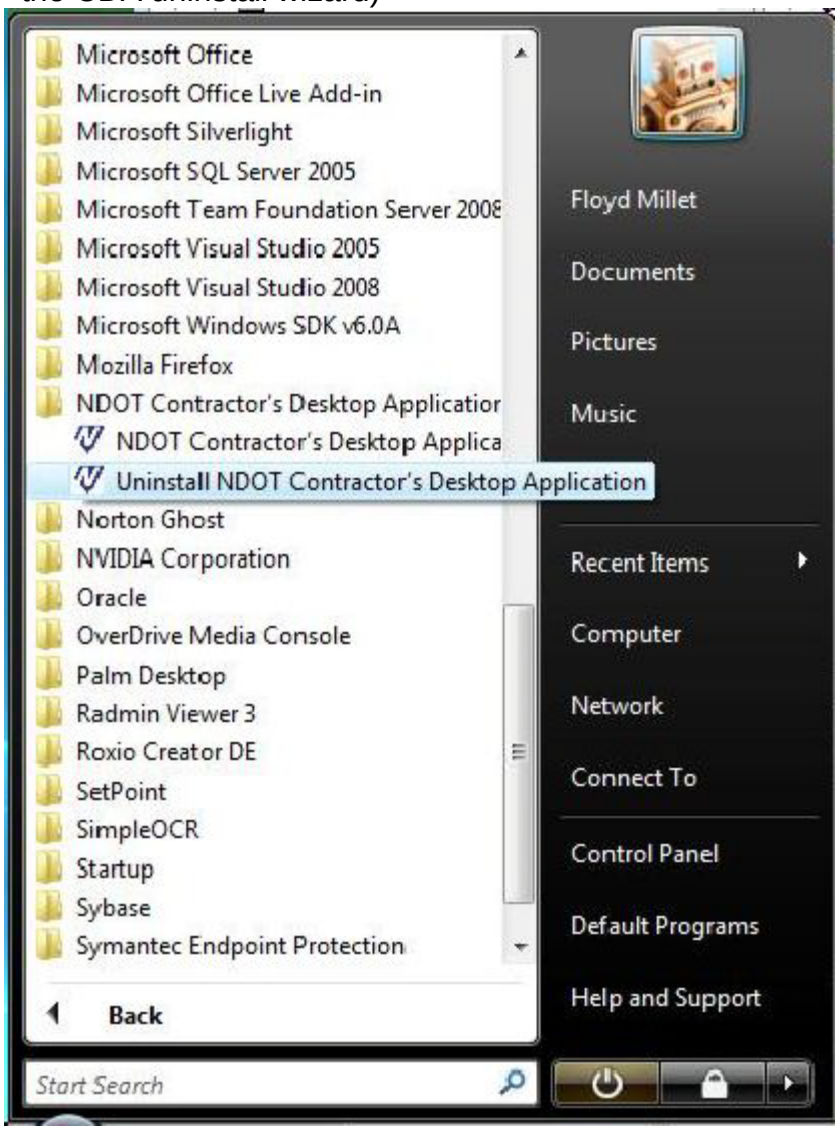
Starting CDA Software

To run the **Contractor's Desktop Application (CDA)** software, locate the software by going to **Start, Programs,** and then select **"NDOT Contractor's Desktop Application"**or double-click on the **"NDOT Contractor's Desktop Application"** icon installed on the desktop.

Uninstalling CDA Software

To Uninstall the CDA:

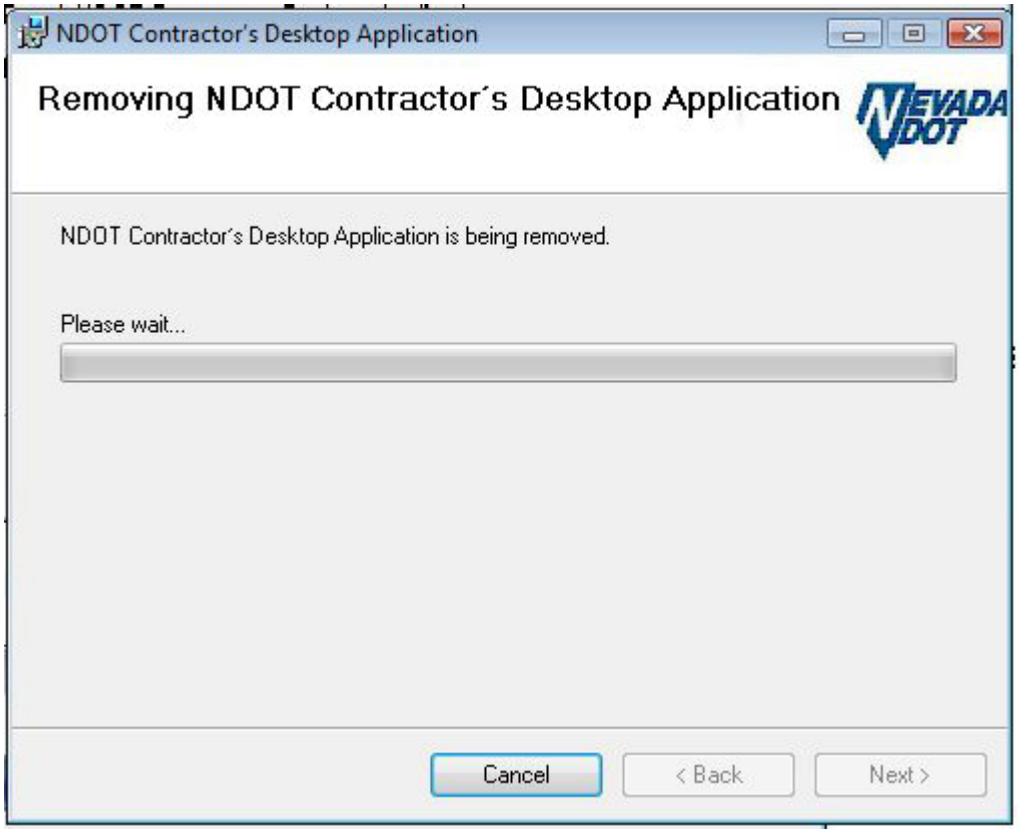
1. Click on the Windows start menu
2. Click on ***'All Programs'***
3. Click on ***'NDOT Contractor's Desktop Application'***
4. ***S***elect ***'Uninstall NDOT Contractor's Desktop Application'.*** (This will launch the CDA uninstall wizard)



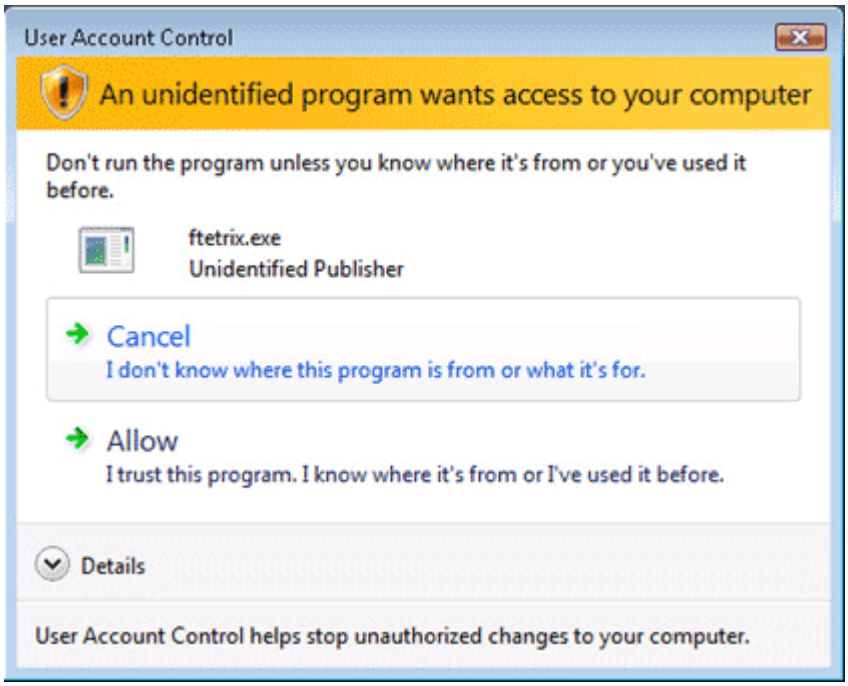
4. Select ***'Remove NDOT Contractor's Desktop Application'*** option
5. Click ***'Finish'***

NDOT Contractor's Desktop Application
Welcome to the NDOT Contractor´s Desktop Application Setup Wizard
Select whether you want to repair or remove NDOT Contractor´s Desktop Application.
Repair NDOT Contractor´s Desktop Application
Remove NDOT Contractor´s Desktop Application
Cancel
< Back
Finish

7. The following message will provide uninstall status:

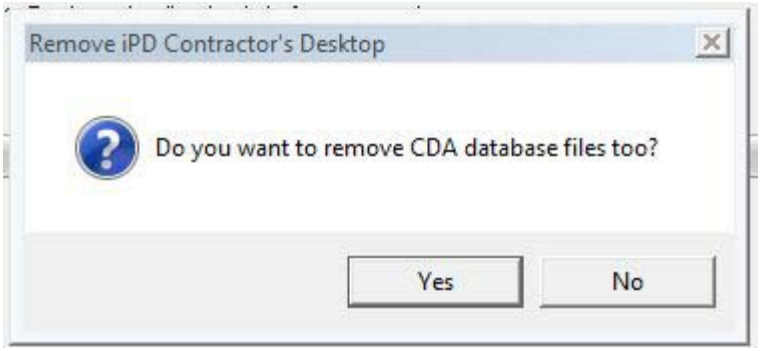


8. For a message similar to the following, Select **'Allow'**

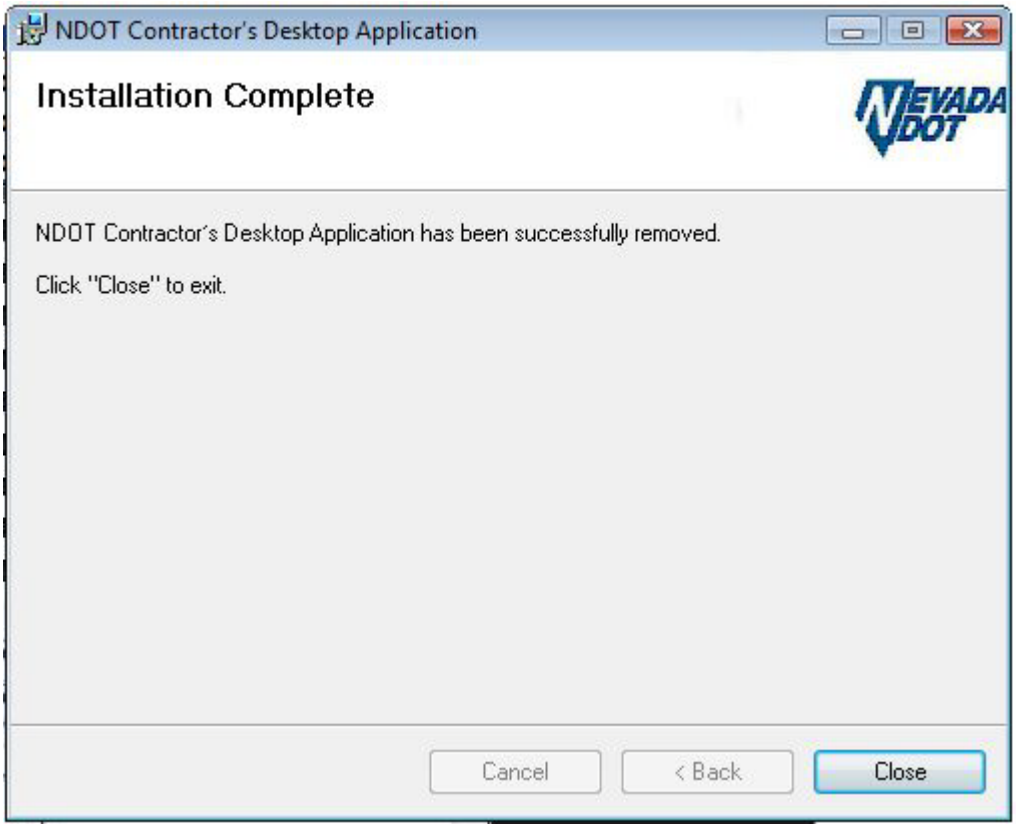

User Account Control
An unidentified program wants access to your computer
Don't run the program unless you know where it's from or you've used it before.
ftetrix.exe
Unidentified Publisher
Cancel
I don't know where this program is from or what it's for.
Allow
I trust this program. I know where it's from or I've used it before.
Details
User Account Control helps stop unauthorized changes to your computer.

9. The option to remove the database files will remove all data associated with the CDA from the computer, including past bids.

Note: This option only removes the database (.mdb) files for the user that is uninstalling the application. If an administrator, who is not the regular user, is removing the application, only the database files for the administrator will be removed, not the other users.



10. Click on ***'Close'*** to finish the uninstall



Updating CDA Software

When an update to the CDA Software is available:

1. Follow the instructions to Uninstall CDA Software, and **do NOT delete the database when prompted**

2. Follow the instructions to Install CDA Software

Your updated software will retain your existing contract information.

Contractor Profile

The Contractor Profile contains information about the bidding contractor. The profile also identifies the bidder on an electronic bid file (via a digital certificate), and is used to show company information on bid reports printed from the CDA.

The contractor profile information must be entered before any other data is added to the CDA. The profile information is entered once after software installation and can be modified at any time. Profile information is stored and transferred when a new version of the **Contractor's Desktop Application (CDA)** software is installed. Profile information is deleted when the database is deleted as part of the uninstall, or the data is manually deleted.

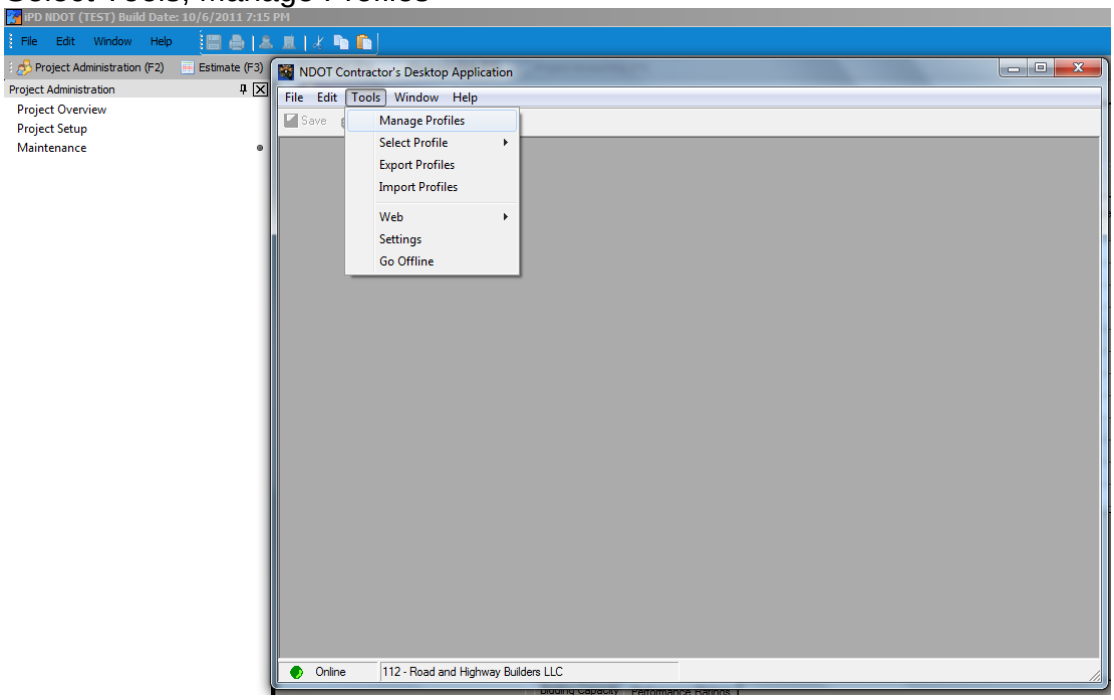
Profiles are used by the CDA to identify which company is submitting the bid. If only one profile is created in the CDA, all bids that are created are submitted under this profile's information. In some cases, it is useful to have multiple profiles created in the CDA application. For example, some contractors may be incorporated under different names and Federal Tax IDs, but may submit bids from the same central office. To accommodate this case, the contractor can add multiple profiles to the CDA, where each profile has a unique Contractor ID issued by NDOT. Contractor IDs are issued at the time of prequalification.

When there are multiple profiles in the same CDA, the user needs to be aware of which profile is being used to create the bid. Contracts are initially loaded under the profile that is active at the time of the load (see the **Loading Contracts** section). The contract can be moved to another profile using the Change Contract's Profile functionality.

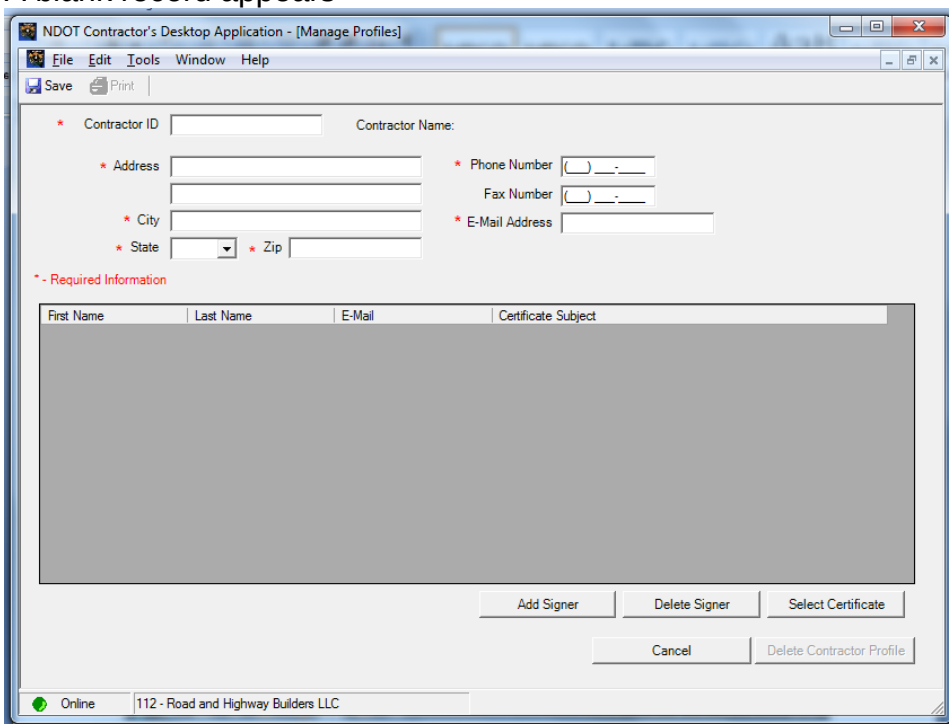
To add or edit a Contractor Profile, see the **Profile Information** section.

CDA Profile Setup

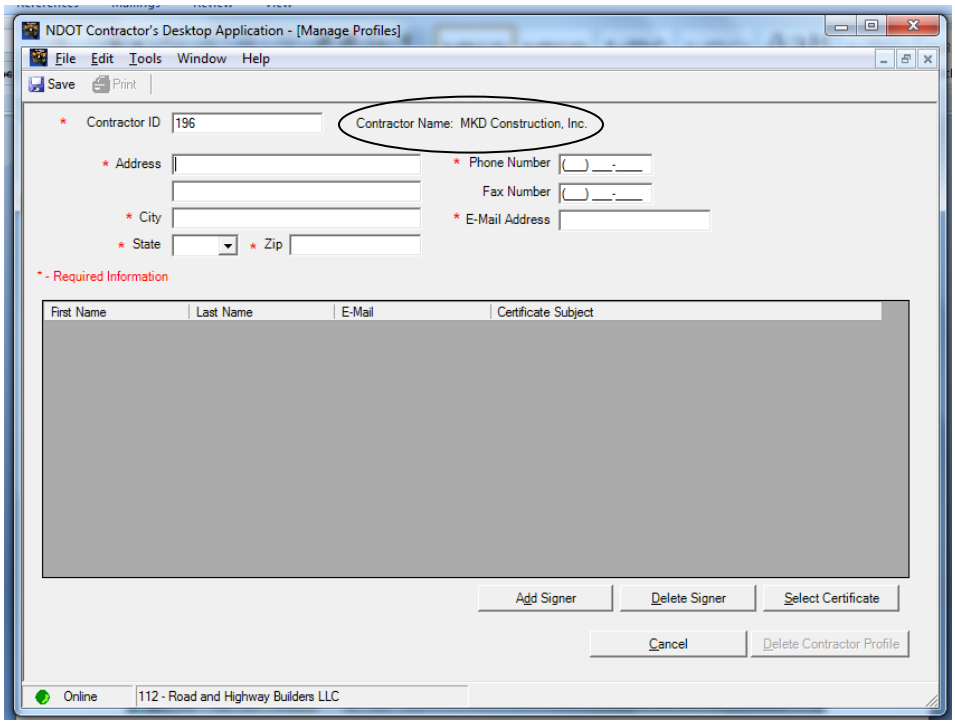
Select Tools, Manage Profiles



A blank record appears

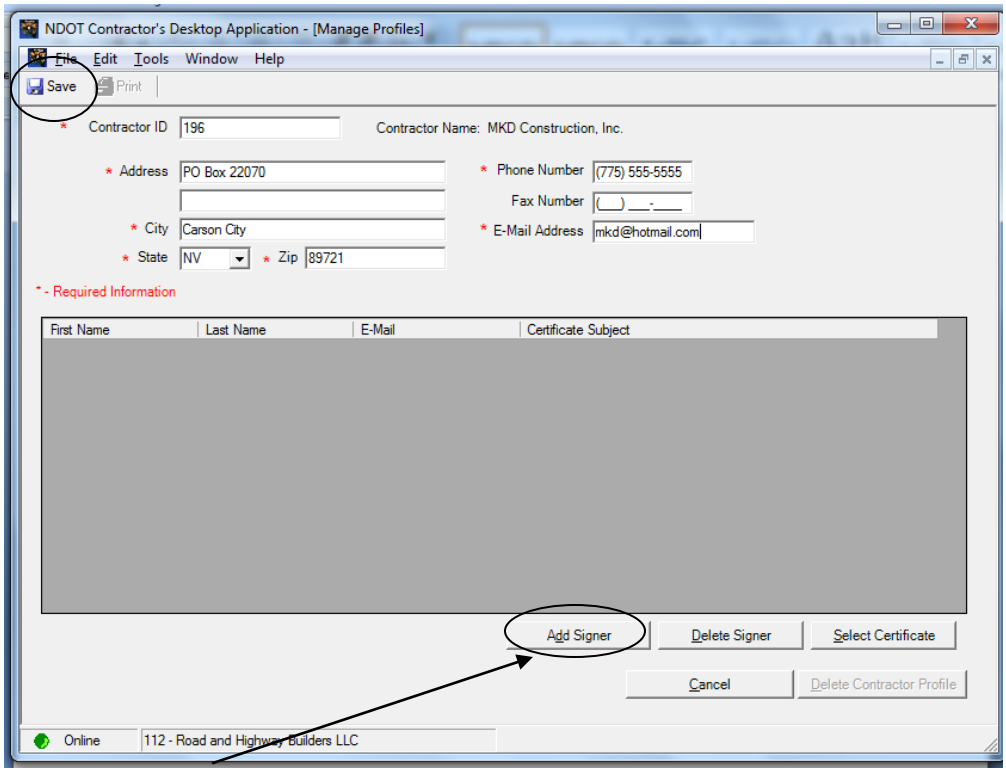


Enter the Contractor ID provided to you with your successful prequalification letter and tab out of the Contractor ID field. Your company name should automatically populate in the Contractor Name field.



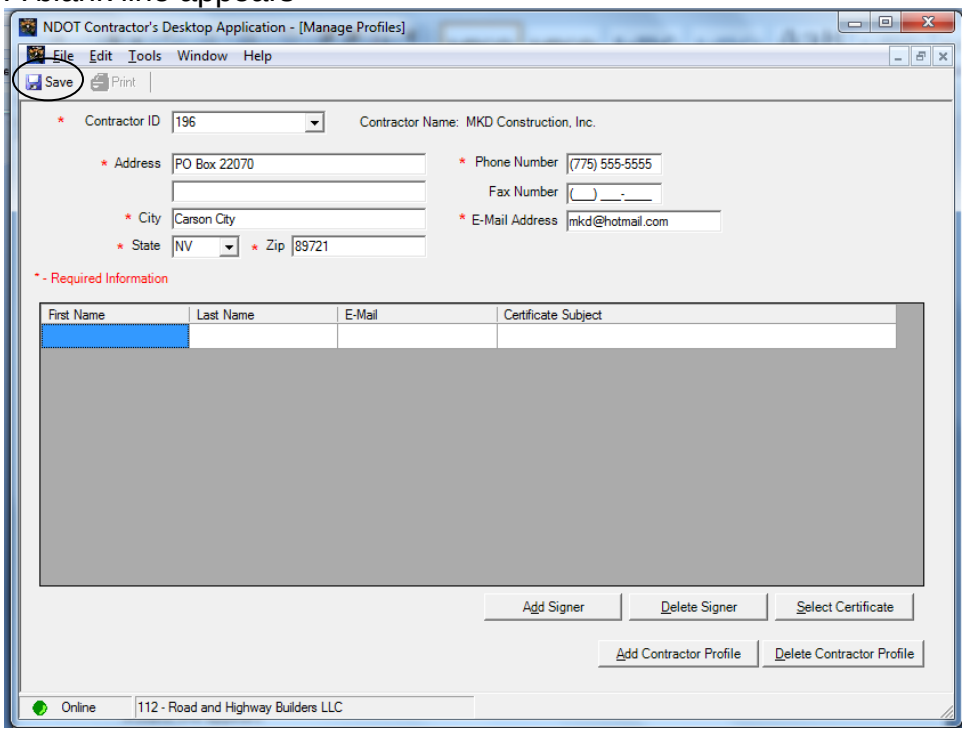
Note: Please contact the NDOT Electronic Bidding Help Desk at (775) 888-7070, option 3, if you don't know your Contractor ID or your name does not automatically populate correctly.

Enter your mailing address **for Contract correspondence**. This address will show/print out on your bid documents. Enter a phone number, fax number (optional) and email address (your electronic bid confirmation email will be sent here), then click Save.



Click Add Signer.

A blank line appears



Enter the first and last name and email address of a person within your organization **with the authority to submit bids**. Click Save. Continue adding signers as necessary.

To delete an authorized signer, select the signer's name and click ***Delete Signer.***

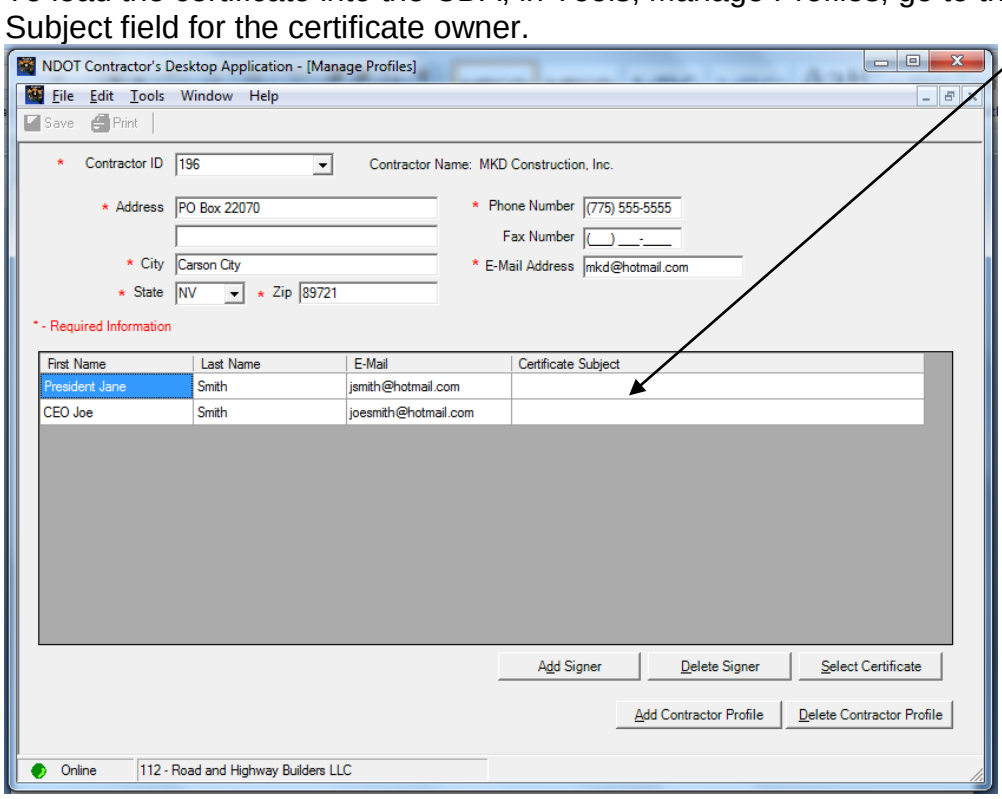
Note: It is each company's responsibility to have only authorized bidders in their company's Profile. If a person is listed in a company's profile and has a digital certificate, they will be able to submit electronic bids on a company's behalf.

Loading a Digital Certificate in CDA

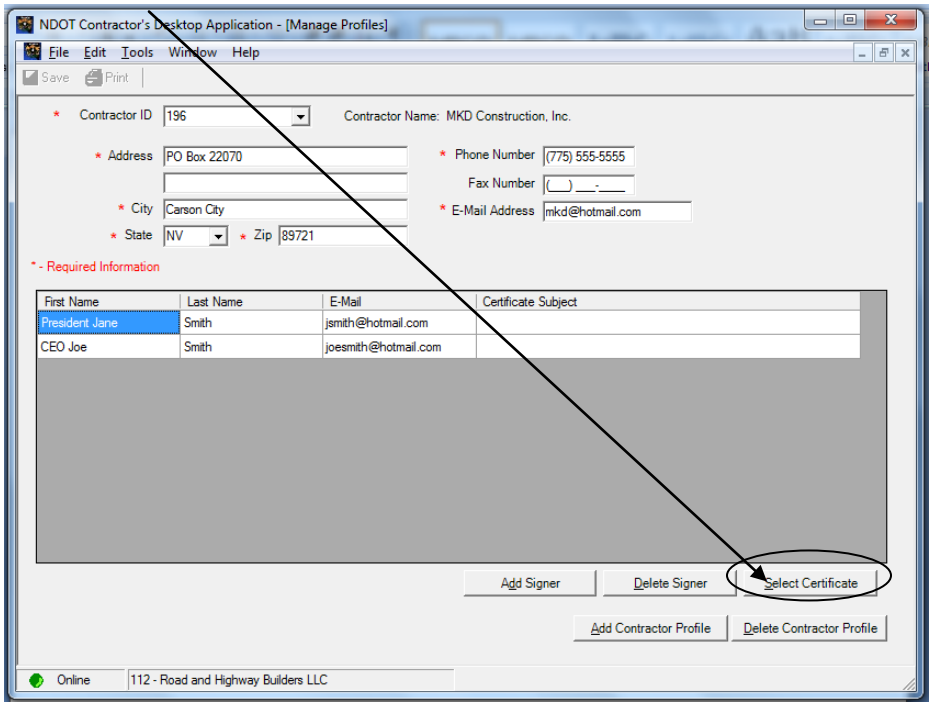
Digital certificates need to be loaded into the Profile for each signer. To load a digital certificate into the CDA, the certificate owner must:

1. Have followed all instructions and obtained a digital certificate from an approved digital certificate issuer (GlobalSign, IdenTrust, etc.)
2. Loaded the digital certificate onto the computer
3. Be logged on to the computer (windows/network login) that holds the digital certificate.

To load the certificate into the CDA, in Tools, Manage Profiles, go to the Certificate Subject field for the certificate owner.

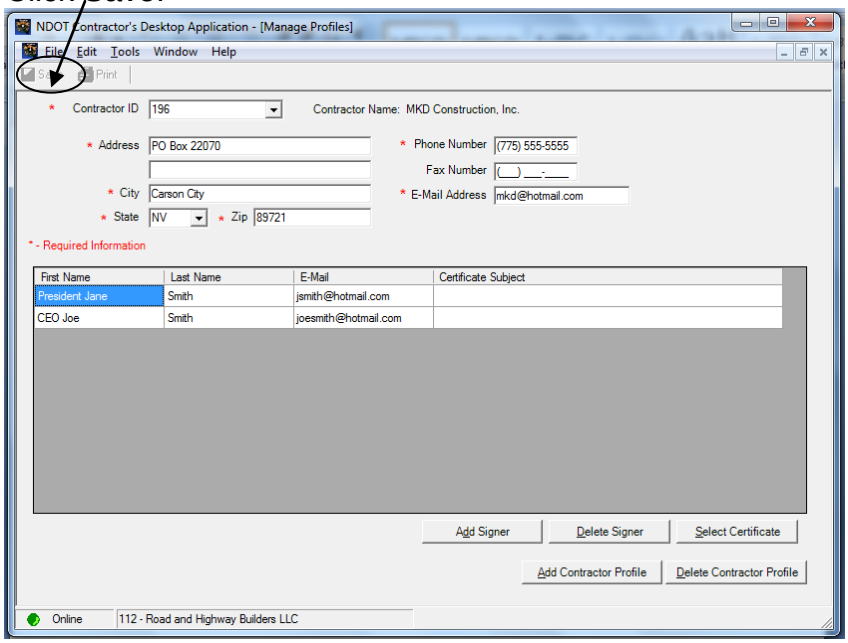


Click Select Certificate.



A window will appear listing digital certificates available for use on that computer. Select the correct certificate. Click OK. The Certificate Subject field will be populated with the digital certificate code.

Click Save.



You must have each digital certificate owner sign on to the computer where the digital certificate is loaded, and add their certificate to the company profile in the CDA.

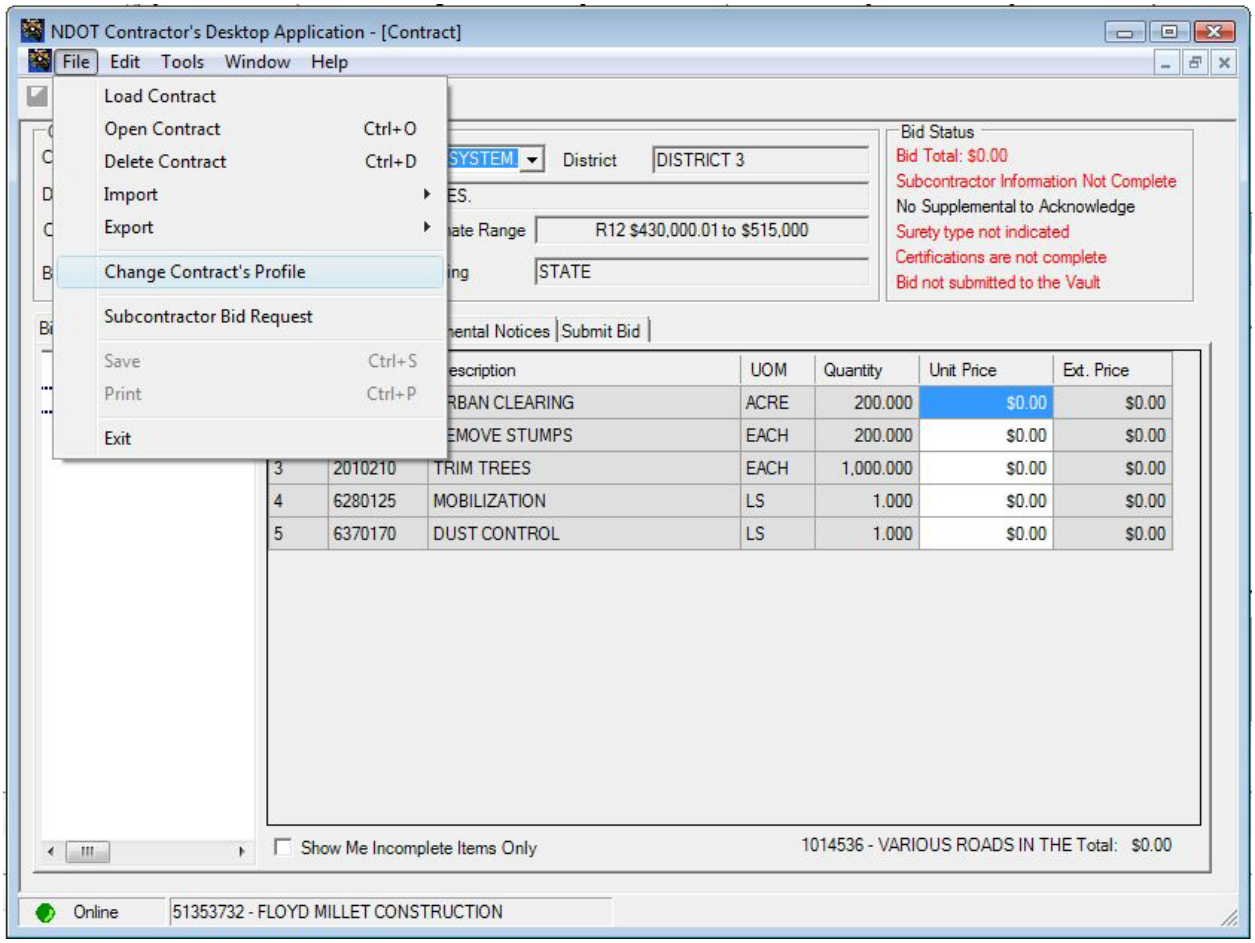
Submitting a Digital Certificate to NDOT

Once a digital certificate is in the CDA, NDOT must receive the digital certificate code to import into their iPD (Integrated Project Development) database. iPD matches digital certificate codes to CDA digital certificates for bids submitted electronically via the vault. This verifies that bids are only accepted from authorized signers.
To submit your digital certificate to NDOT:
Open the CDA, go to Tools, Manage Profiles, and click on the Certificate Subject field for the first digital certificate. Copy the line of code **(you must use Ctrl+C to copy, the right mouse click won't work)**, and either:

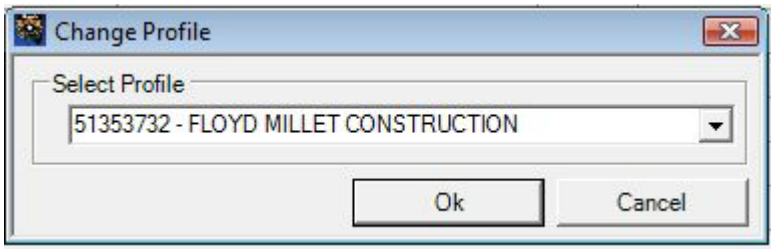
1. Paste the code into a blank Word or Notepad document. Save the file to a flash drive or CD. Manually submit the flash drive or CD to NDOT. Make sure it **clearly identifies** your company name and the certificate holder's name.
2. Paste the code into an email and send it to NDOTContractServices@dot.state.nv.us. **Clearly identify** your company name and the certificate holder's name.
3. Paste the code into a blank Word or Notepad document. Print the document, and manually submit it to NDOT (via mail/in person at NDOT Contract Services, 1263 S. Stewart St, #101, Carson City, NV 89712, Ph (775) 888-7070, or fax it to NDOT Contract Services (775) 888-7101. Make sure the document **clearly identifies** your company name and the certificate holder's name.

Moving a Contract to a Different Profile

To move the bid from one profile to another, the appropriate contract must be opened. Click ***File***, ***Change Contract's Profile***.

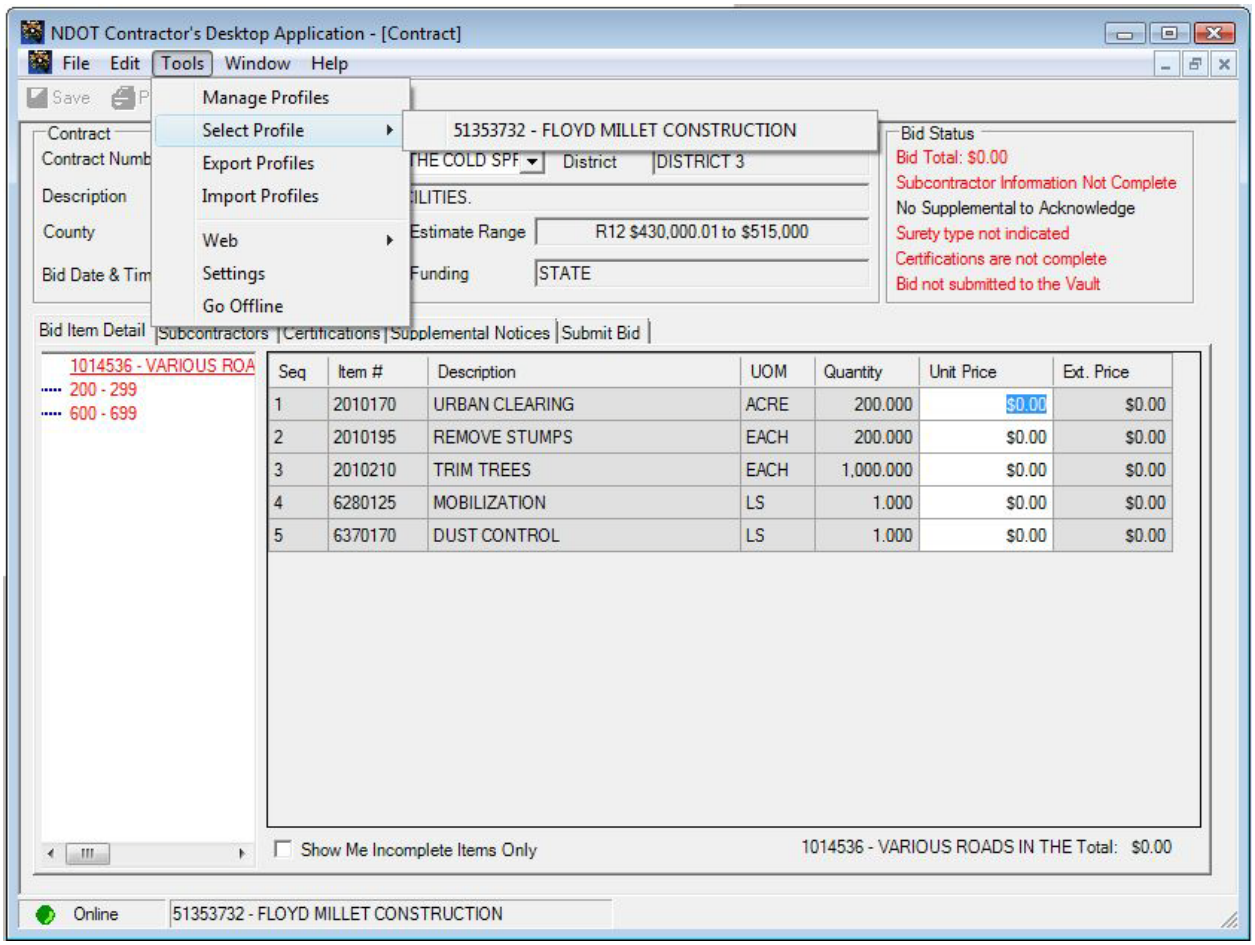


After clicking on ***Change Contract's Profile*** the following pop-up window will appear:



Using the drop-down menu, select the contractor ID that will be used to submit the active project. After selecting the appropriate profile, click on the ***OK*** button.

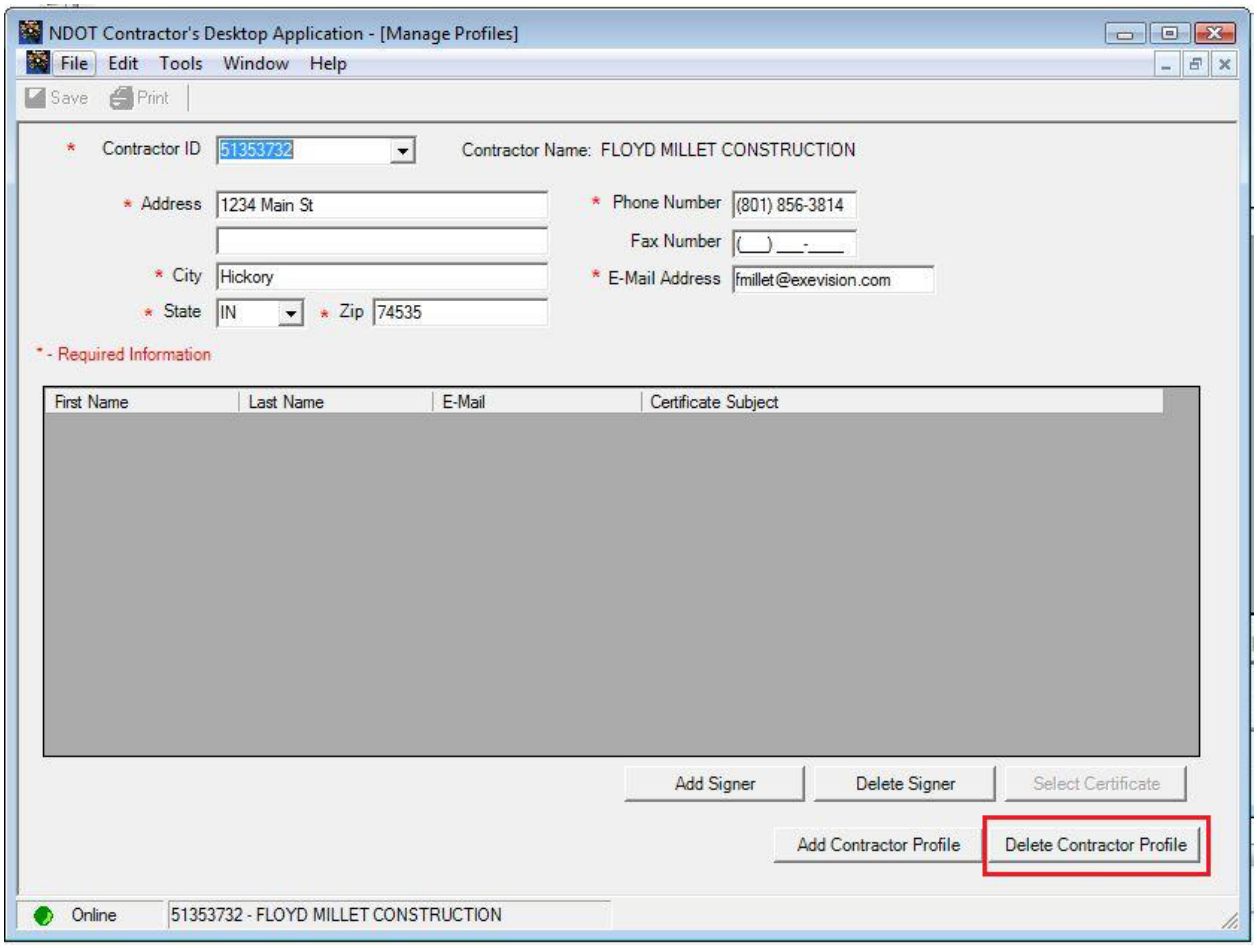
After changing the contract's profile, if you want to continue working on the contract you will have to change the active profile, as well. To change the active profile click on ***Tools*** then ***Select Profile,*** then select the profile that you have moved the contract to.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save
Manage Profiles
Select Profile
Export Profiles
Import Profiles
Web
Settings
Go Offline
51353732 - FLOYD MILLET CONSTRUCTION
Contract
Contract Numb
Description
County
Bid Date & Tim
THE COLD SPF
District
DISTRICT 3
ILITIES.
Estimate Range
R12 $430,000.01 to $515,000
Funding
STATE
Bid Status
Bid Total: $0.00
Subcontractor Information Not Complete
No Supplemental to Acknowledge
Surety type not indicated
Certifications are not complete
Bid not submitted to the Vault
Bid Item Detail
Subcontractors
Certifications
Supplemental Notices
Submit Bid
1014536 - VARIOUS ROA
200 - 299
600 - 699
Seq
Item #
Description
UOM
Quantity
Unit Price
Ext. Price
1 2010170 URBAN CLEARING ACRE 200.000 $0.00 $0.00
2 2010195 REMOVE STUMPS EACH 200.000 $0.00 $0.00
3 2010210 TRIM TREES EACH 1,000.000 $0.00 $0.00
4 6280125 MOBILIZATION LS 1.000 $0.00 $0.00
5 6370170 DUST CONTROL LS 1.000 $0.00 $0.00
Show Me Incomplete Items Only
1014536 - VARIOUS ROADS IN THE Total: $0.00
Online
51353732 - FLOYD MILLET CONSTRUCTION

Deleting Profiles

To delete a Profile, select ***Tools***, ***Select Profile,*** and then select the profile you want to delete. Click the ***Delete Contractor Profile*** button in the bottom right.

Note: Deleting the profile will also delete all contracts associated with the profile.



Bid Preparation

Note: Before loading a contract, Contractors must be prequalified and have purchased a set of bidding plans from NDOT

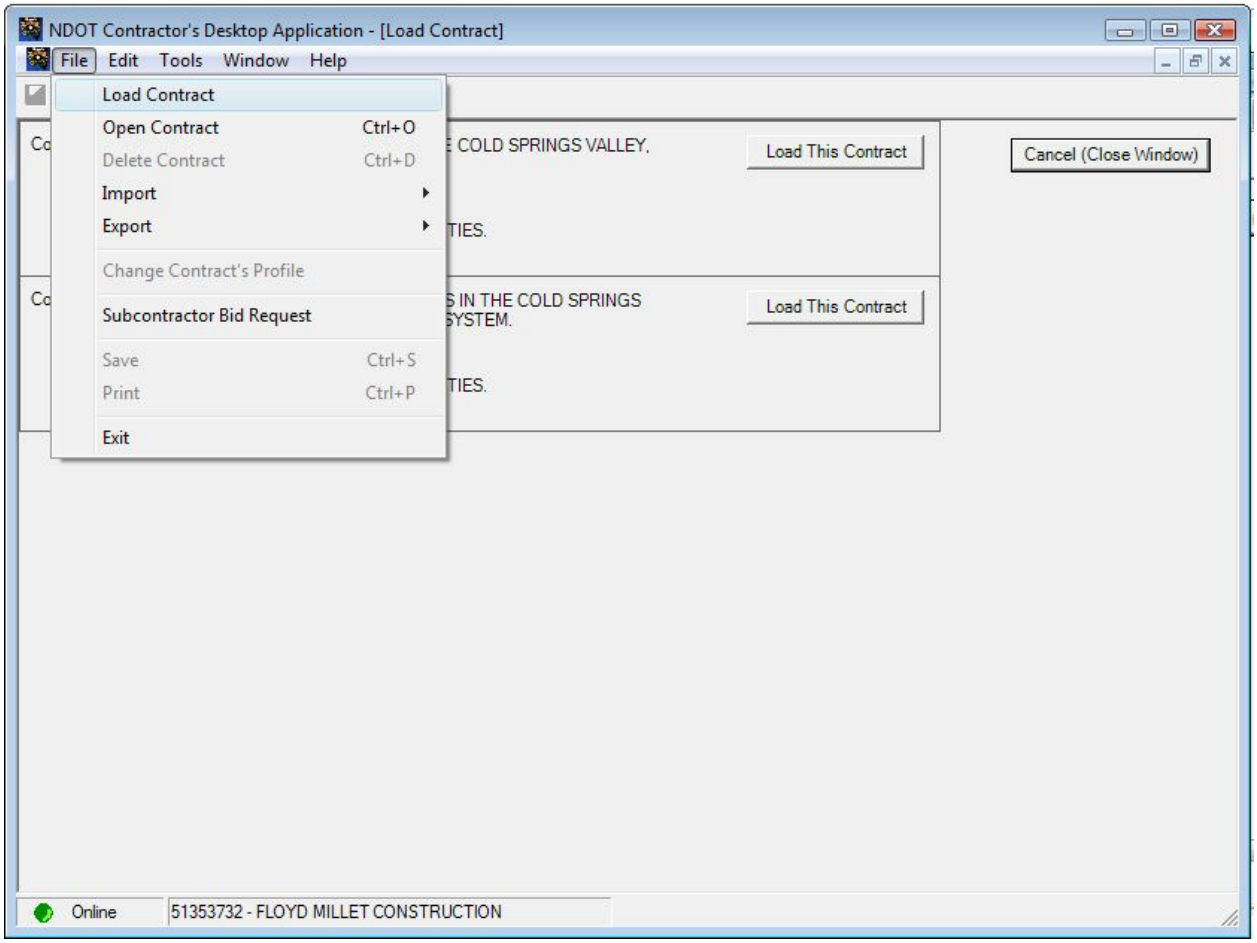
The first step after purchasing the set of bid plans from NDOT is to load the contract file. This contract file contains all items and quantities for bidding of the contract. The contract file only has to be loaded once. Any changes to the contract through supplemental notices will automatically be added to the CDA and the contractor will be notified by a pop-up window that the contract has had a supplemental notice added to it. In addition, if the supplemental notice modifies the quantity or type of items in the contract, the prices for these items will be deleted (changed to $0.00) to identify that the items have changed, and prompt the bidder to re-enter their bid prices.

The contract being loaded will be automatically associated with the Contractor Profile that was selected when the **Contractors' Desktop Application (CDA)** software was initially started. If one Contractor Profile has been set up in the CDA software the contract is always associated with that profile, and a profile does not have to be selected when CDA is started. If multiple profiles have been created, the contractor must select the profile that will be used to bid by selecting ***Tools***, ***Select Profile***, and then selecting the desired Contractor Profile.

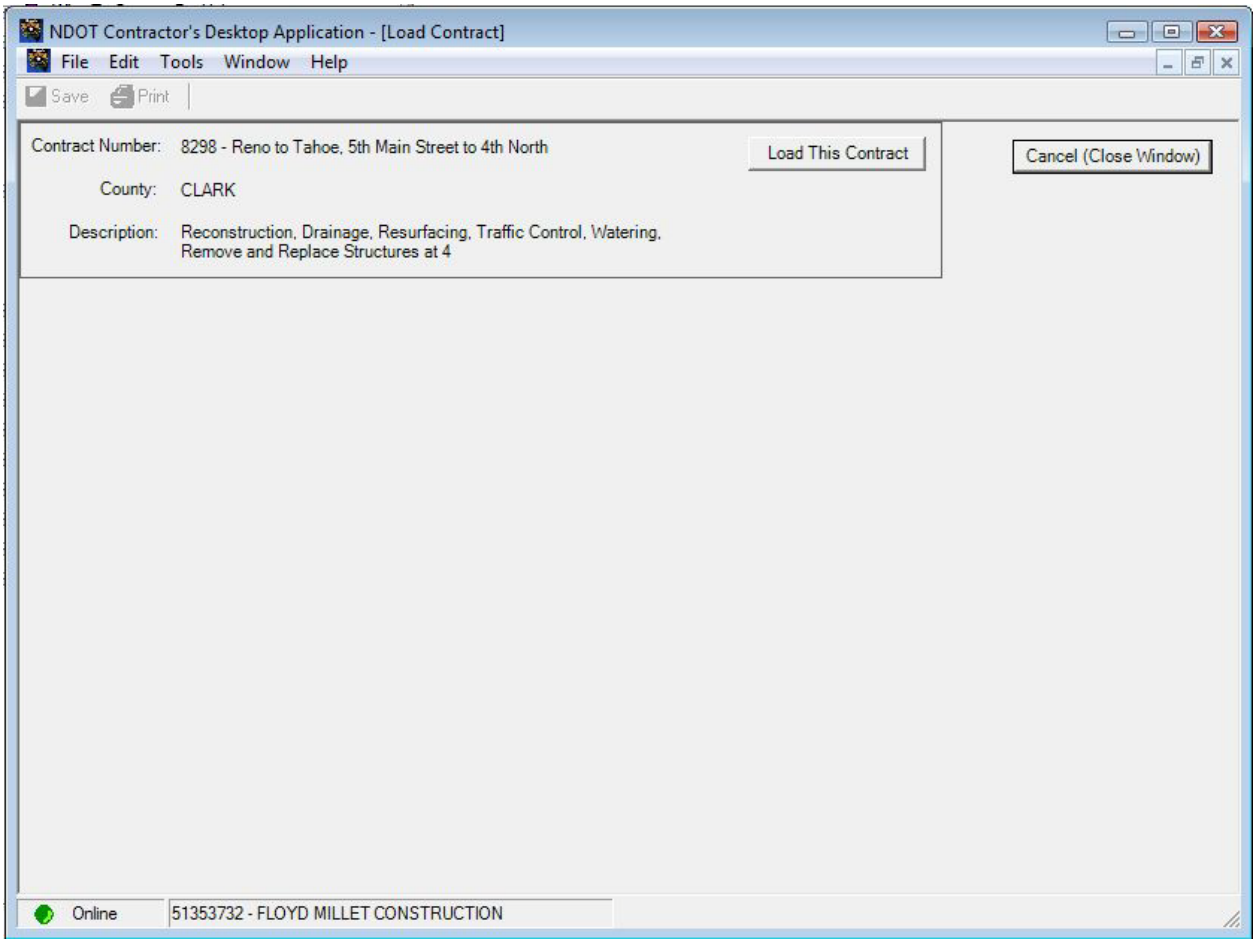
When the contract is loaded, it will be associated with the Contractor Profile that was last selected. If you want to associate the contract with a different profile, see the Change Contract's Profile section.

Loading Contracts

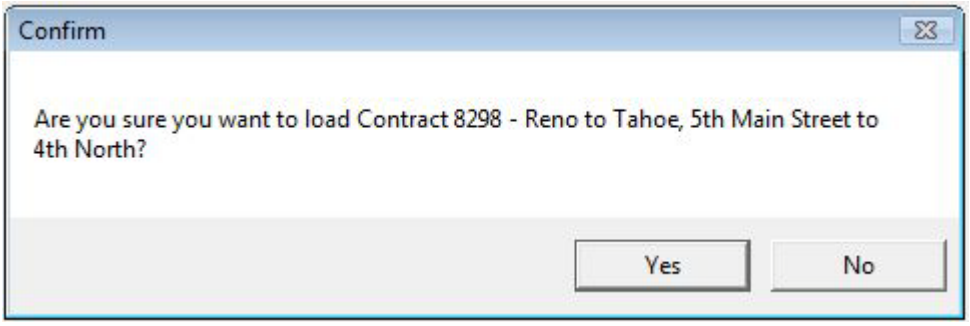
To load a contract into Contractor's Desktop Application (CDA):
1) Establish a connection to the Internet.
2) Click, **File -> Load Contract**



3) Scroll through the list of available contracts and click, ***Load This Contract*** for the contract you want to bid. Load one contract at a time. Only the contracts you are authorized to bid on appear in the list. You must be prequalified and have purchased bid plans from NDOT. If you do not see a contract in your CDA that meets this criteria, contact NDOT's Electronic Bidding Help Desk at (775) 888-7070, option 3.


NDOT Contractor's Desktop Application - [Load Contract]
File Edit Tools Window Help
Save Print
Contract Number: 8298 - Reno to Tahoe, 5th Main Street to 4th North
Load This Contract
Cancel (Close Window)
County: CLARK
Description: Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structures at 4
Online
51353732 - FLOYD MILLET CONSTRUCTION

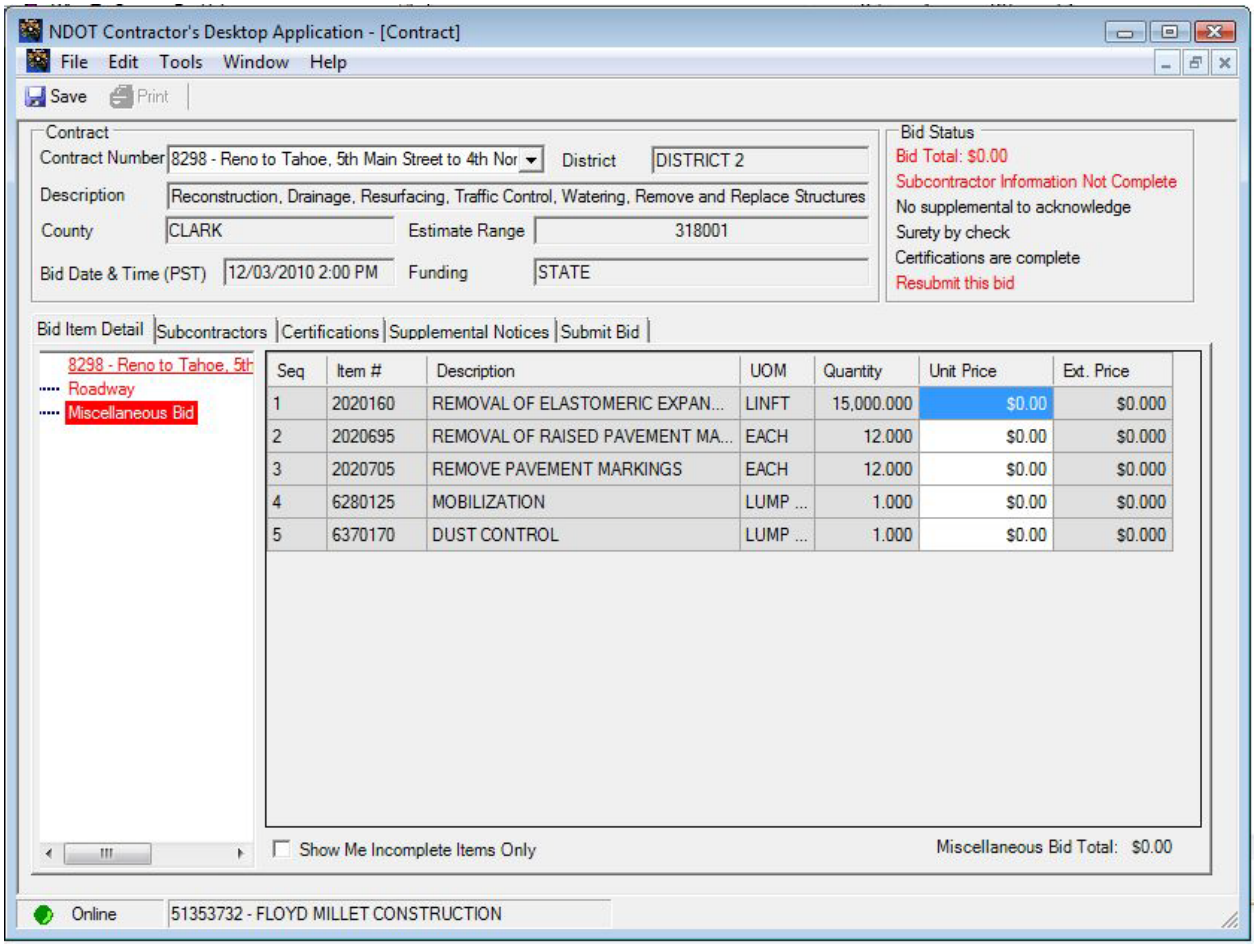
4) Click, ***Yes*** to load the contract.



5) A confirmation will appear indicating that the contract has been loaded. Click, ***OK.***

Bid Status

'Bid Status' box appears on the top right corner of the window used to prepare a bid. The ***'Bid Status'*** provides the bidder with real-time information for the completion of the bid. Bidder will not be able to submit a bid until all bidding requirements are completed.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 8298 - Reno to Tahoe, 5th Main Street to 4th Nor
District DISTRICT 2
Description Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structures
County CLARK
Estimate Range 318001
Bid Date & Time (PST) 12/03/2010 2:00 PM
Funding STATE
Bid Status
Bid Total: $0.00
Subcontractor Information Not Complete
No supplemental to acknowledge
Surety by check
Certifications are complete
Resubmit this bid
Bid Item Detail
Subcontractors
Certifications
Supplemental Notices
Submit Bid
8298 - Reno to Tahoe, 5th
Roadway
Miscellaneous Bid
Seq Item # Description UOM Quantity Unit Price Ext. Price
1 2020160 REMOVAL OF ELASTOMERIC EXPAN... LINFT 15,000.000 $0.00 $0.000
2 2020695 REMOVAL OF RAISED PAVEMENT MA... EACH 12.000 $0.00 $0.000
3 2020705 REMOVE PAVEMENT MARKINGS EACH 12.000 $0.00 $0.000
4 6280125 MOBILIZATION LUMP ... 1.000 $0.00 $0.000
5 6370170 DUST CONTROL LUMP ... 1.000 $0.00 $0.000
Show Me Incomplete Items Only
Miscellaneous Bid Total: $0.00
Online
51353732 - FLOYD MILLET CONSTRUCTION

'Bid Status' information appearing in Red indicates the bid is incomplete. The bid cannot be submitted until the bidding requirements noted in the Bid Status window are complete.

1. The ***'Total Bid'*** field remains red until all unit prices have been entered.

2. The subcontractor field remains red and displays, "Subcontractor information not complete" until a subcontractor enters information for at least one subcontractor or selects the "No Subcontractor Used" checkbox in the Subcontractor tab. When either of these happens, the message changes to "Subcontractor Information complete."

2. The certifications field remains red and displays "Certifications are not complete" until all the certifications are acknowledged. When all certifications are acknowledged the text turns black and reads "Certifications are complete".

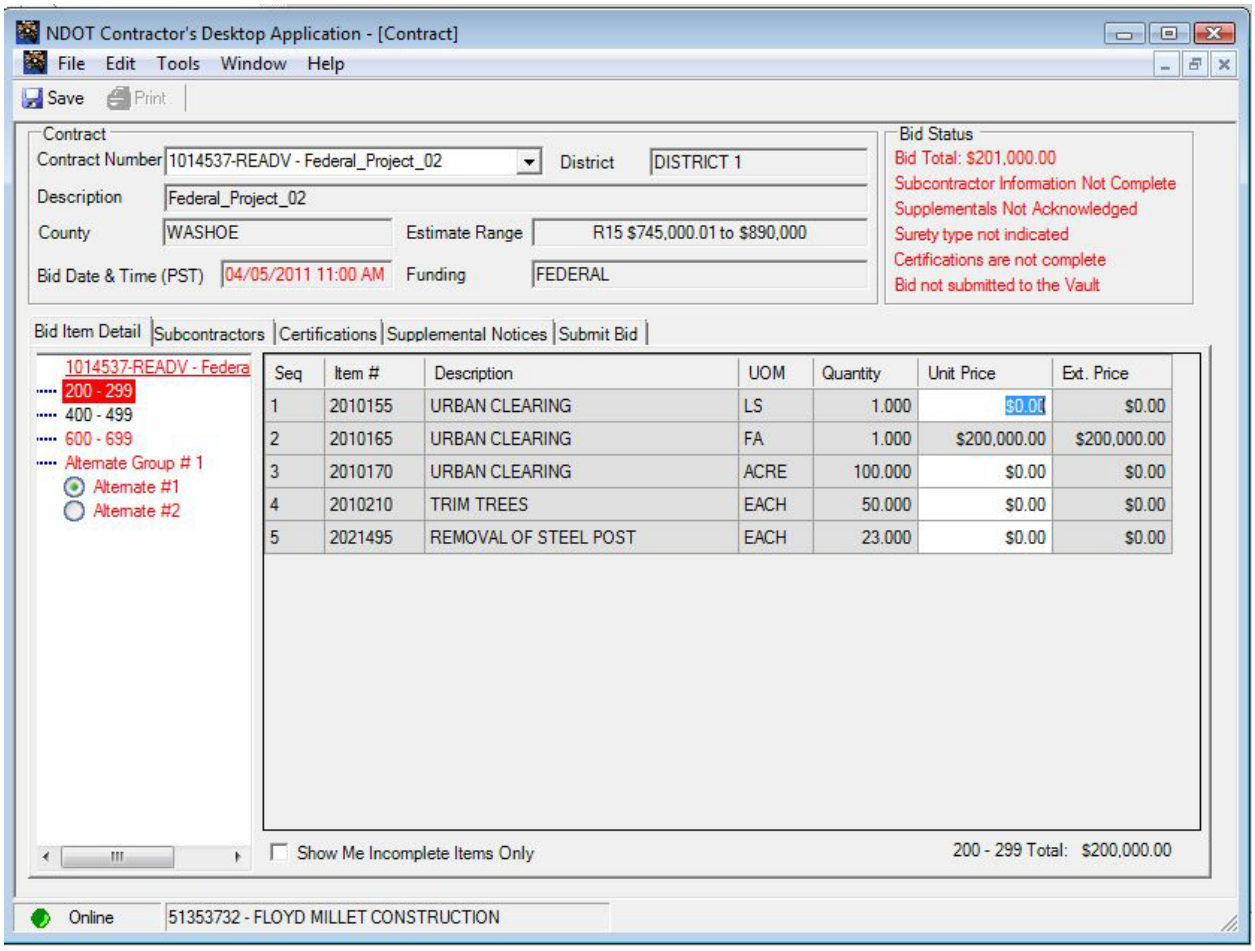
3. The supplemental notice field remains red and displays "Supplementals Not acknowledged" until all the supplemental notices issued for the contract have been acknowledged. When all supplementals have been acknowledged the text turns black and reads "All Supplementals acknowledged".

4. The surety field remains red and displays "Surety type not indicated" until the surety information is entered. When the surety information is entered the text turns black and reads "Surety by XXXX" where XXXX indicates one of the surety types available. For electronic bid bonds a message indicating "Surety bond not yet validated" indicates the bond information has been entered, but not validated.

5. The vault field reads ***'Bid not submitted to Vault'*** until a bid is successfully submitted. Each time the bid is successfully submitted to the vault, the message will change to ***"Vault Confirmation: XXXX"*** where **"XXXX"** is the ***vault confirmation number.***
Note: A bid can be submitted to the vault as many times as the bidder wants, but the last bid submitted prior to the time scheduled for bid opening is the bid that will be opened unless the bid was cancelled by the bidder. Bidder can also use the **Test Vault Bid Submission** feature to test the transmission of data to the vault bids without storing bids in the vault.

Bid Item Detail and Bid Prices

Contract bid items appear in the CDA ***'Bid Item Detail'*** window tab. Enter bid item prices in the ***'Unit Price'*** column. The ***'Ext. Price', 'Subtotals'*** and ***'Bid Total'*** are calculated automatically.
Note: For items that are part of an ***'Alternate'*** (see image below), prices are only required for the selected alternate.

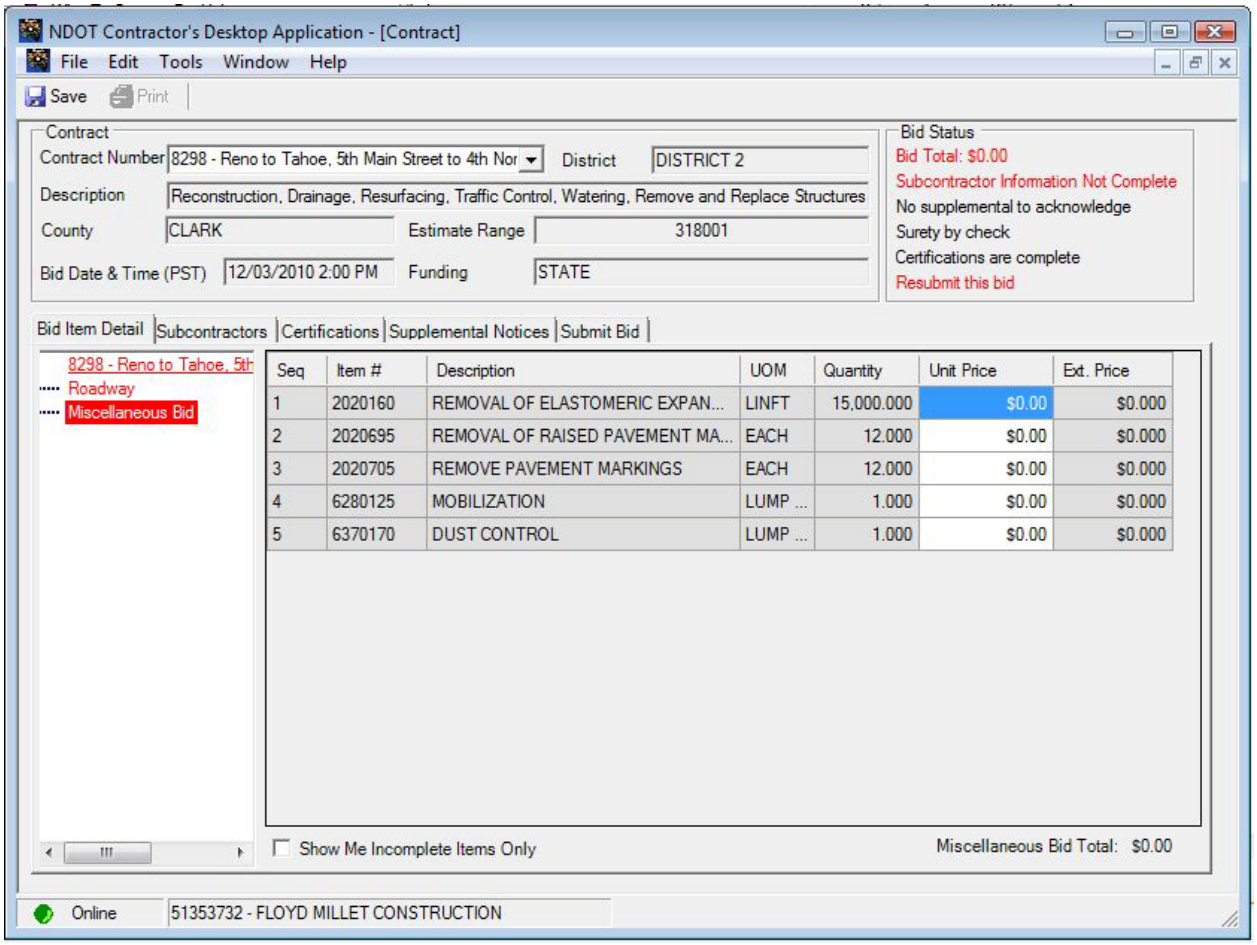


Note: Contracts will be available for loading 5 calendar days after the bid opening, however **you will not be able to submit a valid bid after the bid opening date and time have passed.**

To enter Unit Prices:

1) Open a contract.

2) Click on the ***'Bid Item Detail'*** tab.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 8298 - Reno to Tahoe, 5th Main Street to 4th Nor
District DISTRICT 2
Description Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structures
County CLARK
Estimate Range 318001
Bid Date & Time (PST) 12/03/2010 2:00 PM
Funding STATE
Bid Status
Bid Total: $0.00
Subcontractor Information Not Complete
No supplemental to acknowledge
Surety by check
Certifications are complete
Resubmit this bid
Bid Item Detail
Subcontractors
Certifications
Supplemental Notices
Submit Bid
8298 - Reno to Tahoe, 5th
Roadway
Miscellaneous Bid
Seq
Item #
Description
UOM
Quantity
Unit Price
Ext. Price
1 2020160 REMOVAL OF ELASTOMERIC EXPAN... LINFT 15,000.000 $0.00 $0.000
2 2020695 REMOVAL OF RAISED PAVEMENT MA... EACH 12.000 $0.00 $0.000
3 2020705 REMOVE PAVEMENT MARKINGS EACH 12.000 $0.00 $0.000
4 6280125 MOBILIZATION LUMP ... 1.000 $0.00 $0.000
5 6370170 DUST CONTROL LUMP ... 1.000 $0.00 $0.000
Show Me Incomplete Items Only
Miscellaneous Bid Total: $0.00
Online
51353732 - FLOYD MILLET CONSTRUCTION

3) Click a Category or the Contract Number,

a. Bid items are displayed for the selected category or for the entire contract

b. Categories with missing unit prices are displayed in Red.

3) Enter ***'Unit Prices'.***

a. Field available for data entry display with a white background. Fixed fields display with a gray background.

b. ***'Unit Prices'*** are entered to 2 decimal places (cents). Numbers with a greater decimal place will be rounded.

c. As the fields are entered, the ***'Ext Price'*** field is calculated and displays. Values in the ***'Ext Price'*** field round to two decimals (cents).

d. CDA displays the running ***'Bid Total'*** in the Bid Status box in the upper right corner of the window.

e. CDA displays the category total below the '***Ext Price'*** column.

4) Navigate to the next '***Unit Price'*** field using your mouse, arrow keys, or the Enter key.

5) You can click ***'Show Me Incomplete Items Only'*** below the item table on the left to display only the items in the current category that have **no *'Unit Price'.***

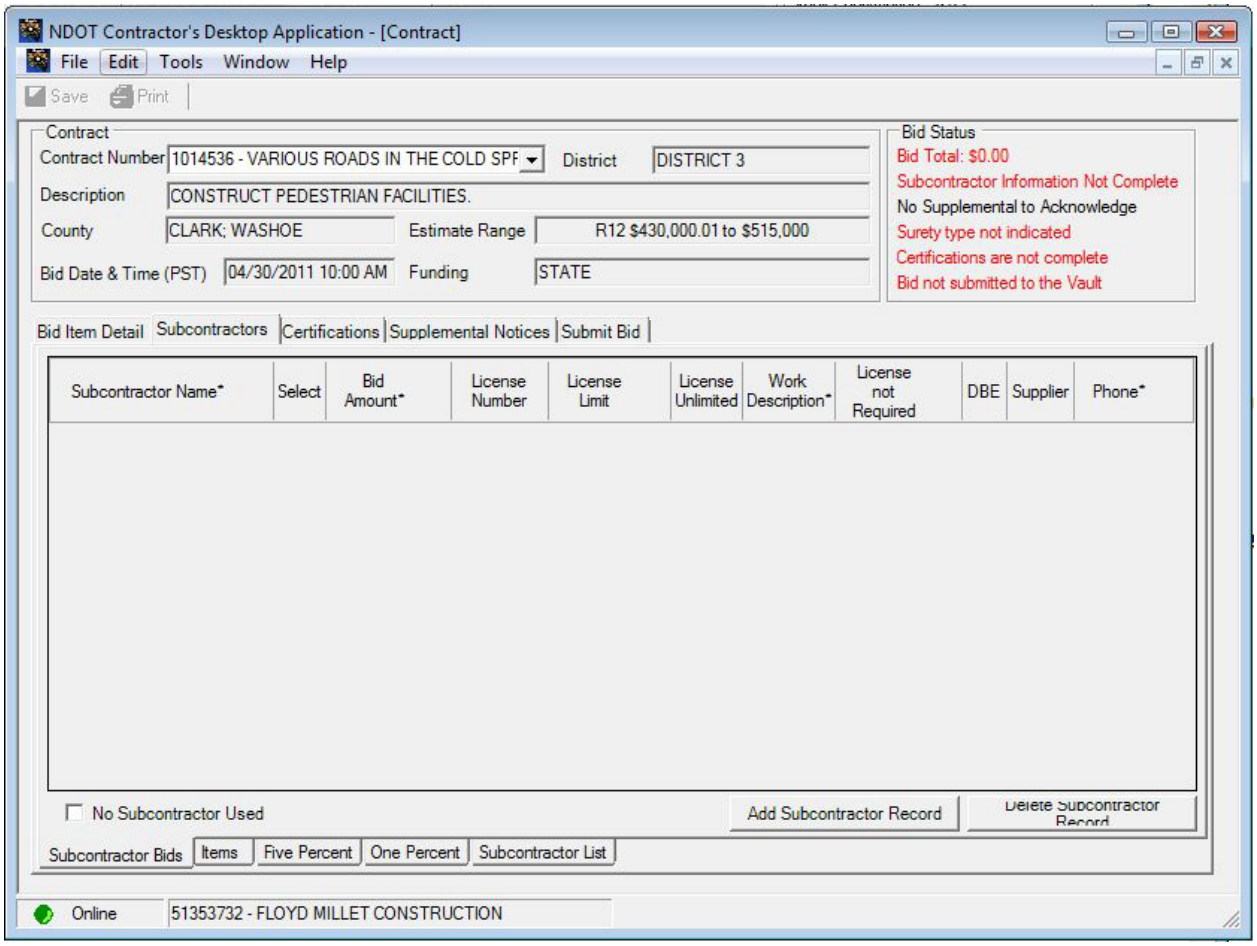
6) Periodically click the ***'Save'*** button.

a. ***'Save'*** button will be disabled if no changes have been made since the last save.

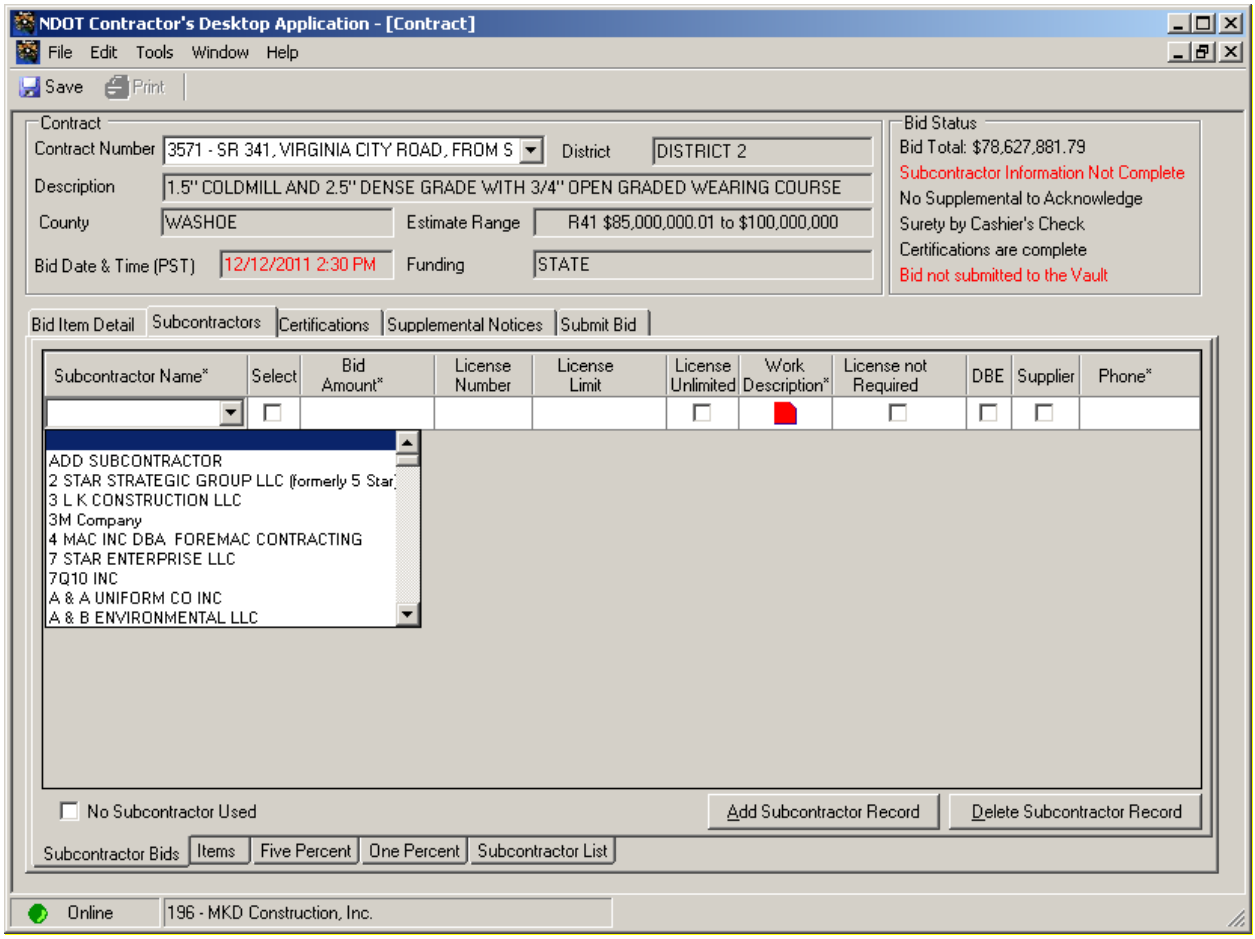
b. Bid information is automatically saved when changing windows.

Subcontractors Information

The ***'Subcontractors'*** tab is used to document all subcontractors you contacted in the process of your bid preparation and collect the required information to fill out the Five Percent, One Percent, and Subcontractor and Supplier reports.

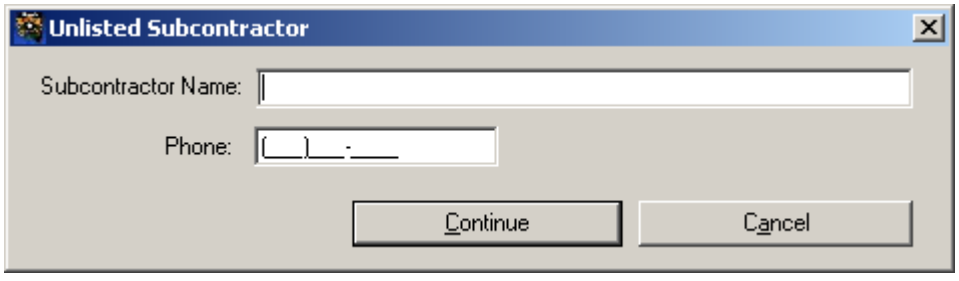


1. Select ***'Add Subcontractor Record'***



2. Select the subcontractor name from a drop-down list in the '**Subcontractor Name'** column. Complete the remaining columns as applicable. Continue adding subcontractor records as needed.

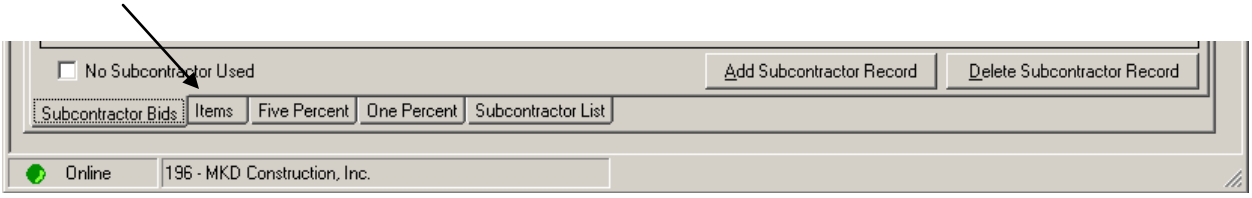
If a subcontractor that you would like to use is not on the list, you can select **'Add Subcontractor'** option from the top of the dropdown list. This will open an **'Unlisted Subcontractor'** window where information for a subcontractor that is not in the dropdown may be added.



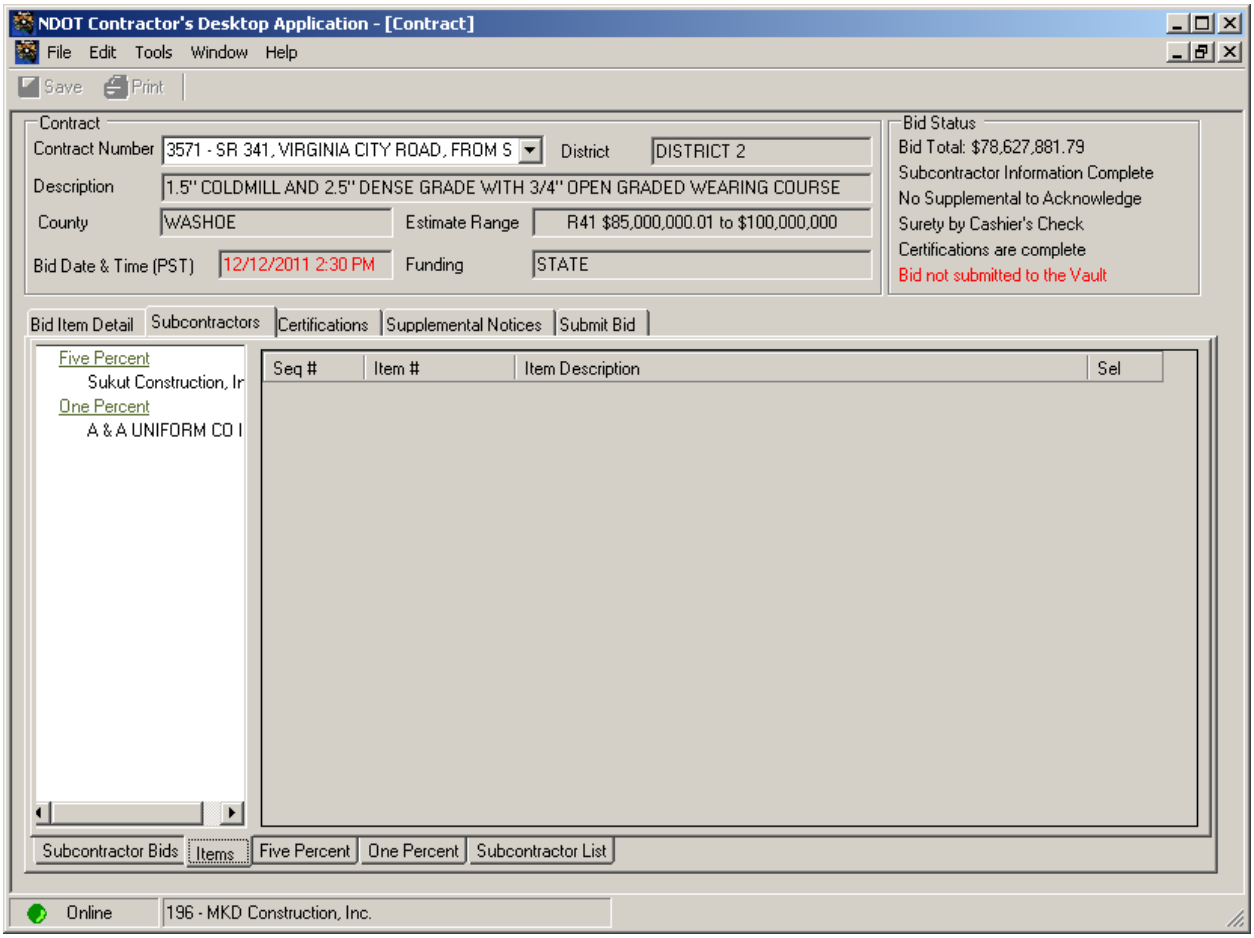
2) If you are not planning to use any subcontractors, check the "No Subcontractor Used" box. You should still list the subcontractors that you have contacted.

Items

The ***'Item'*** tab:

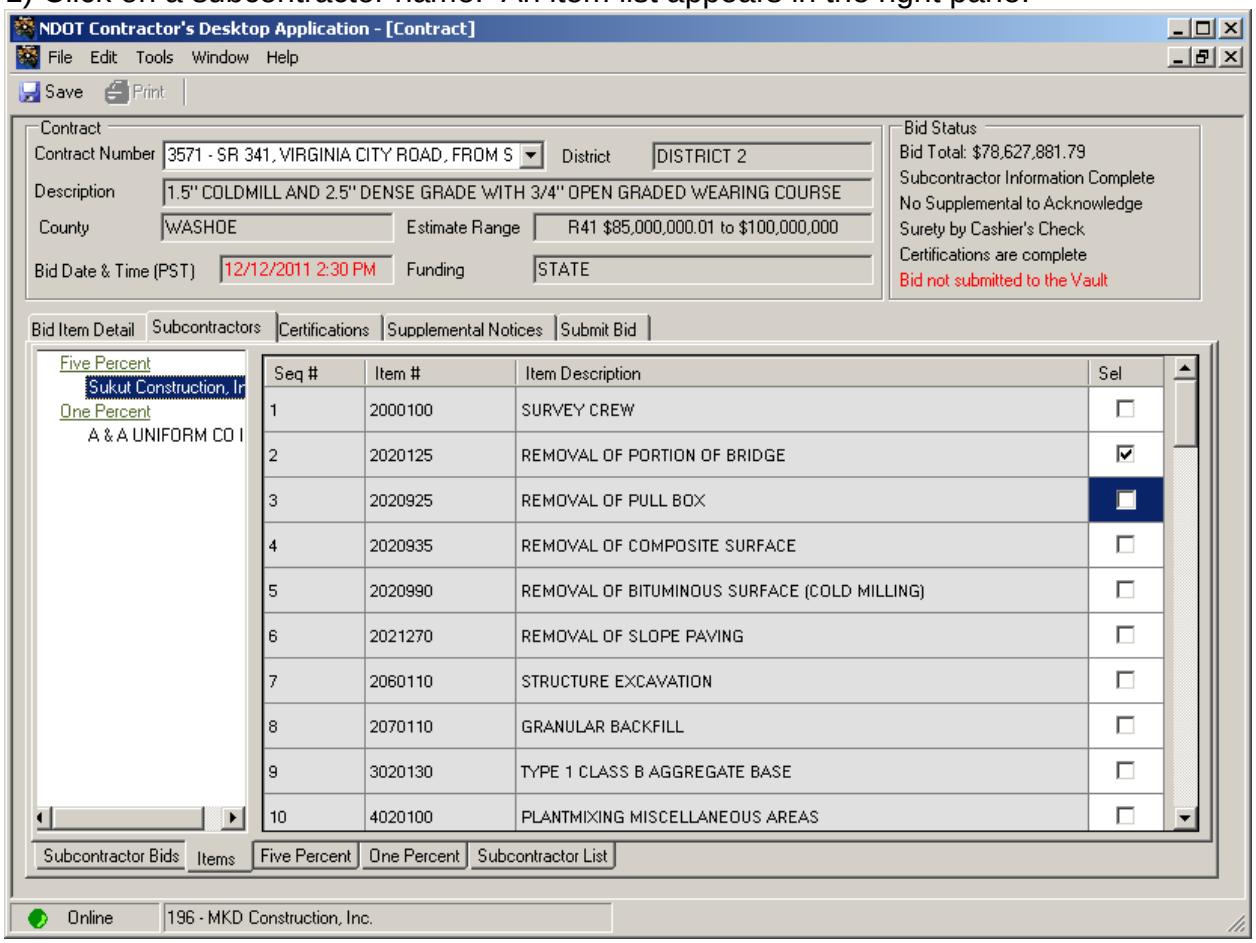


is used to list the items each 5% and 1% subcontractor will be providing.



Subcontractors providing goods and services exceeding 5% of your bid amount will be listed under the ***Five Percent*** heading. Subcontractors providing goods and services exceeding 1% of your bid amount or $50,000, whichever is greater, will be listed under the ***One Percent*** heading.

1) Click on a subcontractor name. An item list appears in the right pane.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 3571 - SR 341, VIRGINIA CITY ROAD, FROM S
District DISTRICT 2
Description 1.5" COLDMILL AND 2.5" DENSE GRADE WITH 3/4" OPEN GRADED WEARING COURSE
County WASHOE
Estimate Range R41 $85,000,000.01 to $100,000,000
Bid Date & Time (PST) 12/12/2011 2:30 PM
Funding STATE
Bid Status
Bid Total: $78,627,881.79
Subcontractor Information Complete
No Supplemental to Acknowledge
Surety by Cashier's Check
Certifications are complete
Bid not submitted to the Vault
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
Five Percent
Sukut Construction, Ir
One Percent
A & A UNIFORM CO I
Seq # Item # Item Description Sel
1 2000100 SURVEY CREW
2 2020125 REMOVAL OF PORTION OF BRIDGE
3 2020925 REMOVAL OF PULL BOX
4 2020935 REMOVAL OF COMPOSITE SURFACE
5 2020990 REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)
6 2021270 REMOVAL OF SLOPE PAVING
7 2060110 STRUCTURE EXCAVATION
8 2070110 GRANULAR BACKFILL
9 3020130 TYPE 1 CLASS B AGGREGATE BASE
10 4020100 PLANTMIXING MISCELLANEOUS AREAS
Subcontractor Bids Items Five Percent One Percent Subcontractor List
Online
196 - MKD Construction, Inc.

Identify which items the subcontractor will be providing by checking the “Sel” box.

2) Select the next subcontractor listed, and identify the items they will provide. Continue for each subcontractor.

3) Click Save

Note: The 1% Report and Subcontractor List Report are submitted separately from the bid package. They are not submitted automatically with a bid. The reports have deadlines that are different from the bid itself, and are submitted separately

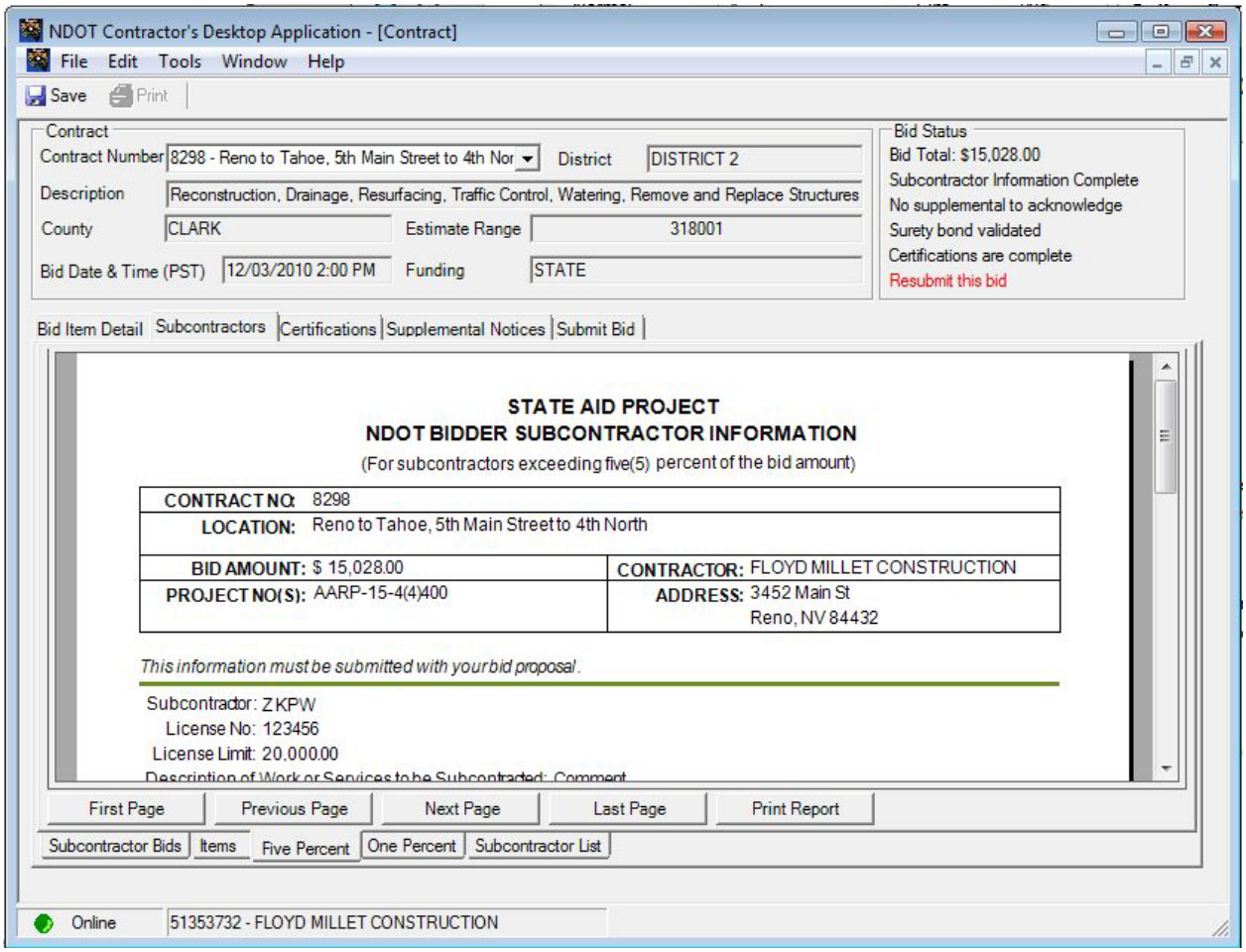
A complete bid submission requires 3 parts:

1) The Bid File and 5% Report (submitted together from the Submit Bid tab)
2) The 1% Subcontractor Report (submitted from the One Percent tab)
3) The Subcontractors & Suppliers Report (submitted from the Subcontractor List tab)

You must submit a valid bid file before you can submit a 1% Report or Subcontractors & Suppliers Report.

Five Percent Report

The ***'Five Percent Report'*** window tab displays the 5% report that is submitted with the bid. The Five Percent Report may be printed from this window by clicking on the print report button. Note that on-screen navigation requires the use of the scroll bars and the "Next Page" and "Previous Page" buttons. Keyboard Page Up and Page Down functions do not work in this window.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 8298 - Reno to Tahoe, 5th Main Street to 4th Nor
District DISTRICT 2
Description Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structures
County CLARK
Estimate Range 318001
Bid Date & Time (PST) 12/03/2010 2:00 PM
Funding STATE
Bid Status
Bid Total: $15,028.00
Subcontractor Information Complete
No supplemental to acknowledge
Surety bond validated
Certifications are complete
Resubmit this bid
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
STATE AID PROJECT
NDOT BIDDER SUBCONTRACTOR INFORMATION
(For subcontractors exceeding five(5) percent of the bid amount)
CONTRACT NO: 8298
LOCATION: Reno to Tahoe, 5th Main Street to 4th North
BID AMOUNT: $ 15,028.00
CONTRACTOR: FLOYD MILLET CONSTRUCTION
PROJECT NO(S): AARP-15-4(4)400
ADDRESS: 3452 Main St
Reno, NV 84432
This information must be submitted with your bid proposal.
Subcontractor: ZKPW
License No: 123456
License Limit: 20,000.00
First Page Previous Page Next Page Last Page Print Report
Subcontractor Bids Items Five Percent One Percent Subcontractor List
Online
51353732 - FLOYD MILLET CONSTRUCTION

FEDERAL AID PROJECT
NDOT BIDDER SUBCONTRACTOR INFORMATION
(For subcontractors exceeding five (5) percent of the bid amount)

CONTRACT NO:	1014509-READV		
LOCATION:	US 93, THE BOULDER CITY BYPASS, PHASE I, FROM 1 MILE SOUTH OF THE JUNCTION OF US 95 AND US 93 TO FOOTHILLS ROAD. TO BE MILEPOSTED.		
BID AMOUNT:	$ 5,032,756.00	**CONTRACTOR:**	FLOYD MILLET CONSTRUCTION
PROJECT NO(S):	DE-PLH-093-1(007)	**ADDRESS:**	1234 Main St Hickory, IN 74535

This information must be submitted with your bid proposal.

Authorized Signature

Date

Telephone No. (801) 856-3814

Subcontractor: A & A UNIFORM CO INC
License No: 12345
License Limit: 500,000.00
Description of Work or Services to be Subcontracted: Contacted by phone

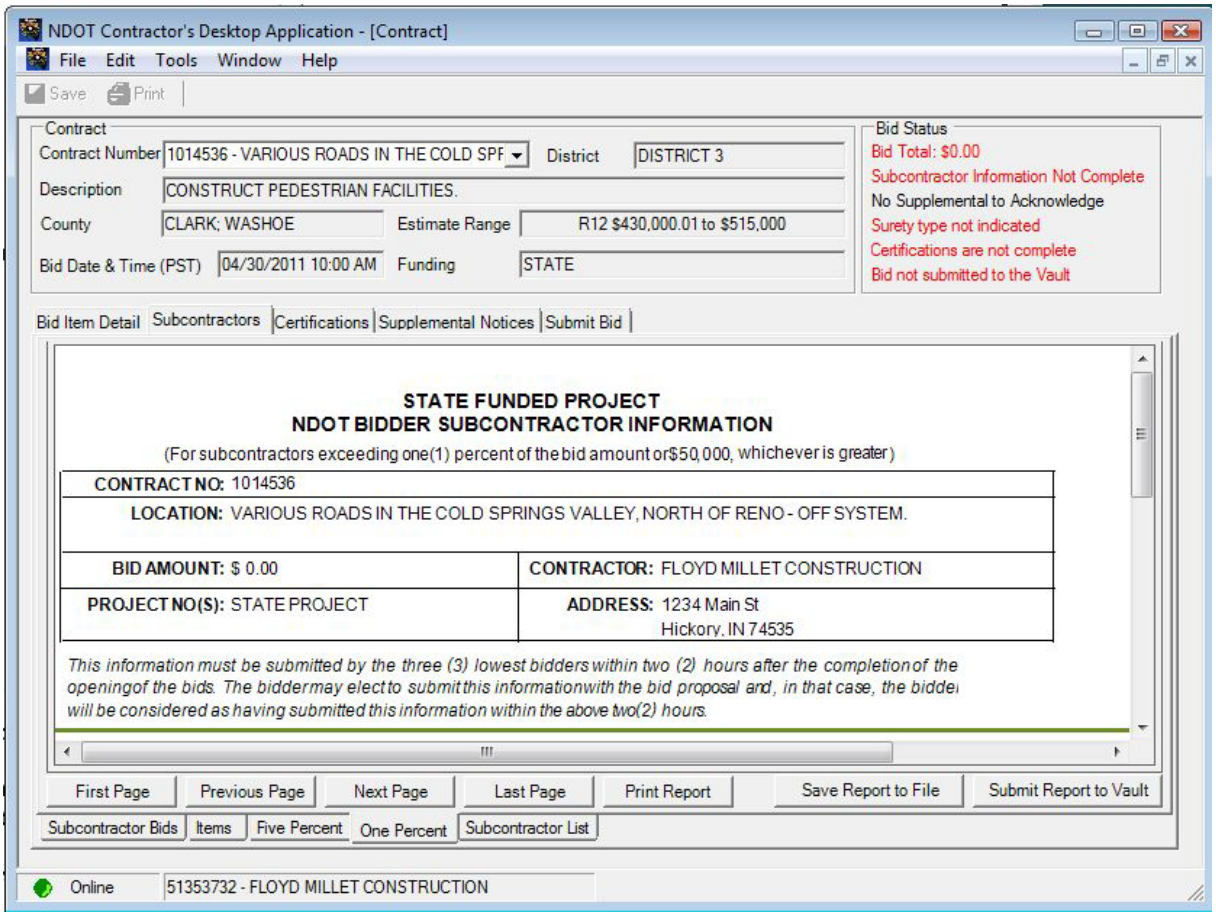
Item Number	Item Description
1100100	TRAINING (TRAINEES)
2010150	RURAL CLEARING

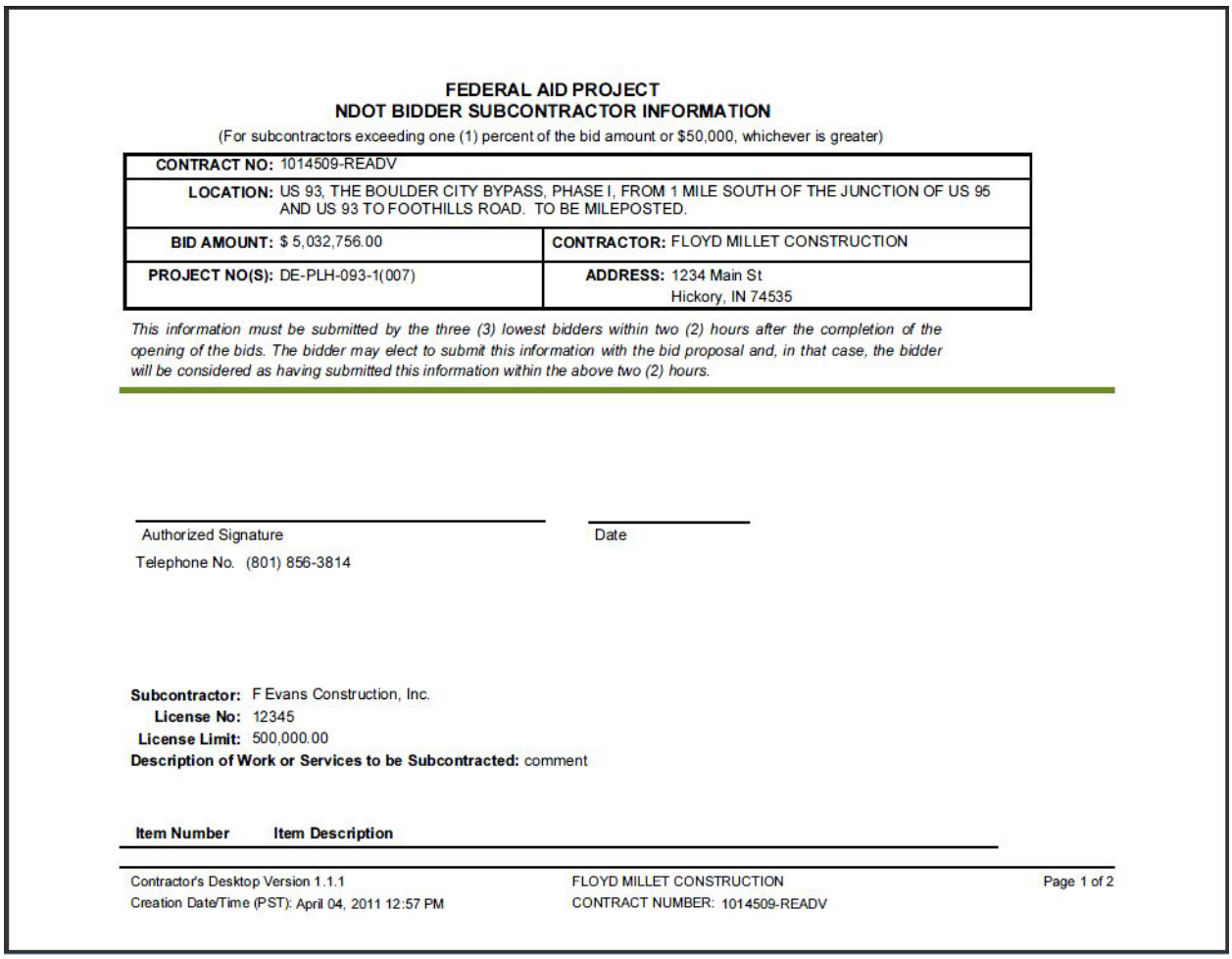
One Percent Report

The ***'One Percent Report'*** window tab displays the One Percent Report. This report may be submitted to NDOT any time up to 2 hours after the bid opening.

1) For electronic bid submissions, the ***'One Percent Report'*** is submitted to the Vault using the **'Submit Report to Vault'** button.
Note: If the bid is submitted through the Vault, the ***'One Percent Report'*** must also be submitted through the Vault.

2) For flash drive submissions, the '***One Percent Report'*** should be saved to a flash drive using the **'Save Report to File'** button. The flash drive can be given to NDOT any time up to 2 hours after the bid opening.
Note: If the bid is submitted on flash drive, the ***'One Percent Report'*** must also be submitted on a flash drive.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 1014536 - VARIOUS ROADS IN THE COLD SPF
District DISTRICT 3
Description CONSTRUCT PEDESTRIAN FACILITIES.
County CLARK; WASHOE
Estimate Range R12 $430,000.01 to $515,000
Bid Date & Time (PST) 04/30/2011 10:00 AM
Funding STATE
Bid Status
Bid Total: $0.00
Subcontractor Information Not Complete
No Supplemental to Acknowledge
Surety type not indicated
Certifications are not complete
Bid not submitted to the Vault
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
STATE FUNDED PROJECT
NDOT BIDDER SUBCONTRACTOR INFORMATION
(For subcontractors exceeding one(1) percent of the bid amount or $50,000, whichever is greater)
CONTRACT NO: 1014536
LOCATION: VARIOUS ROADS IN THE COLD SPRINGS VALLEY, NORTH OF RENO - OFF SYSTEM.
BID AMOUNT: $ 0.00
CONTRACTOR: FLOYD MILLET CONSTRUCTION
PROJECT NO(S): STATE PROJECT
ADDRESS: 1234 Main St
Hickory, IN 74535
This information must be submitted by the three (3) lowest bidders within two (2) hours after the completion of the opening of the bids. The bidder may elect to submit this information with the bid proposal and, in that case, the bidder will be considered as having submitted this information within the above two(2) hours.
First Page Previous Page Next Page Last Page Print Report Save Report to File Submit Report to Vault
Subcontractor Bids Items Five Percent One Percent Subcontractor List
Online
51353732 - FLOYD MILLET CONSTRUCTION



FEDERAL AID PROJECT
NDOT BIDDER SUBCONTRACTOR INFORMATION

(For subcontractors exceeding one (1) percent of the bid amount or $50,000, whichever is greater)

CONTRACT NO: 1014509-READV	
LOCATION: US 93, THE BOULDER CITY BYPASS, PHASE I, FROM 1 MILE SOUTH OF THE JUNCTION OF US 95 AND US 93 TO FOOTHILLS ROAD. TO BE MILEPOSTED.	
BID AMOUNT: $ 5,032,756.00	**CONTRACTOR:** FLOYD MILLET CONSTRUCTION
PROJECT NO(S): DE-PLH-093-1(007)	**ADDRESS:** 1234 Main St Hickory, IN 74535

This information must be submitted by the three (3) lowest bidders within two (2) hours after the completion of the opening of the bids. The bidder may elect to submit this information with the bid proposal and, in that case, the bidder will be considered as having submitted this information within the above two (2) hours.

Authorized Signature

Date

Telephone No. (801) 856-3814

Subcontractor: F Evans Construction, Inc.
License No: 12345
License Limit: 500,000.00
Description of Work or Services to be Subcontracted: comment

Item Number	**Item Description**

Contractor's Desktop Version 1.1.1
Creation Date/Time (PST): April 04, 2011 12:57 PM

FLOYD MILLET CONSTRUCTION
CONTRACT NUMBER: 1014509-READV

Page 1 of 2

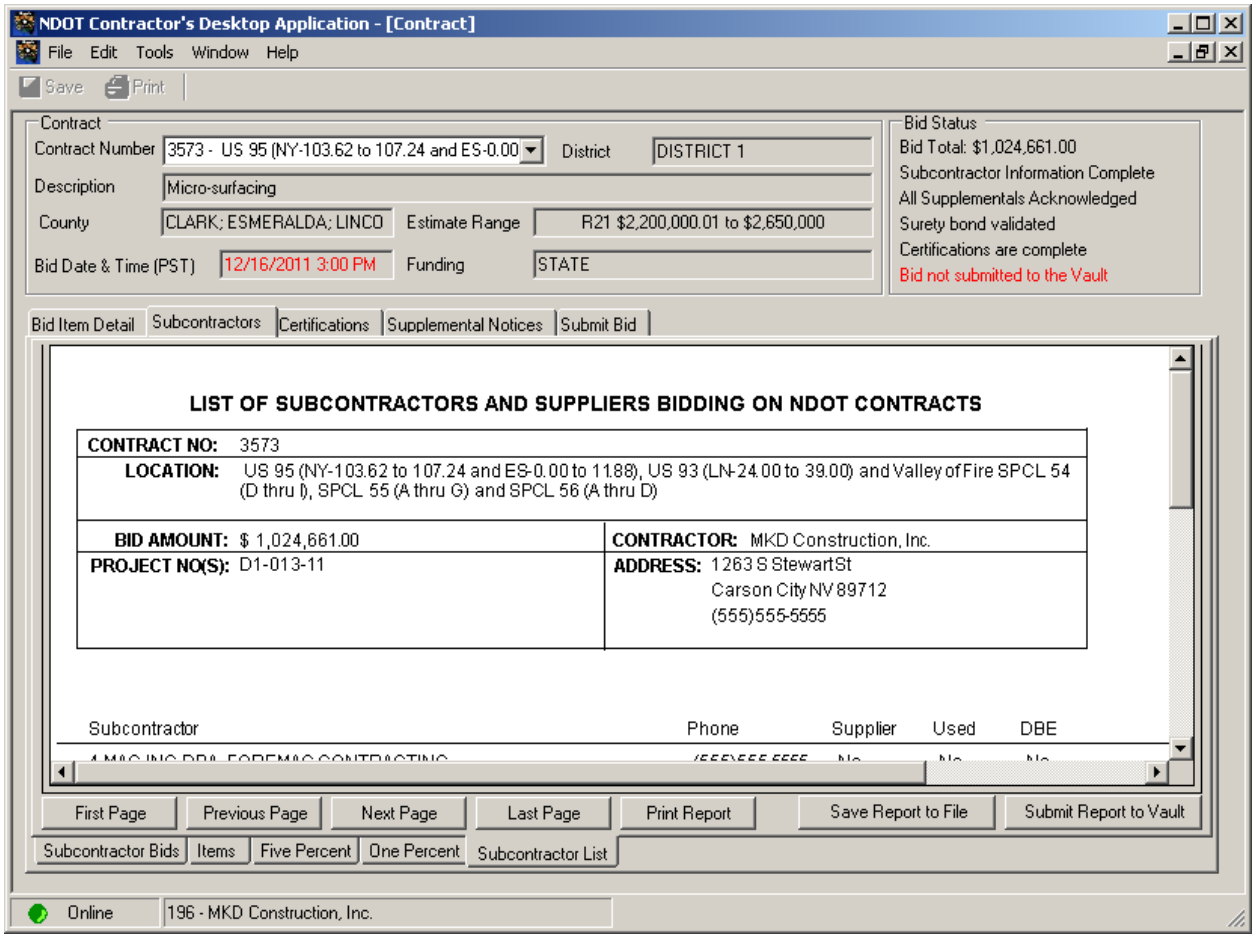
For hardcopy review, the ***'One Percent Report'*** may be printed from this window by clicking on the ***'Print Report'*** button.

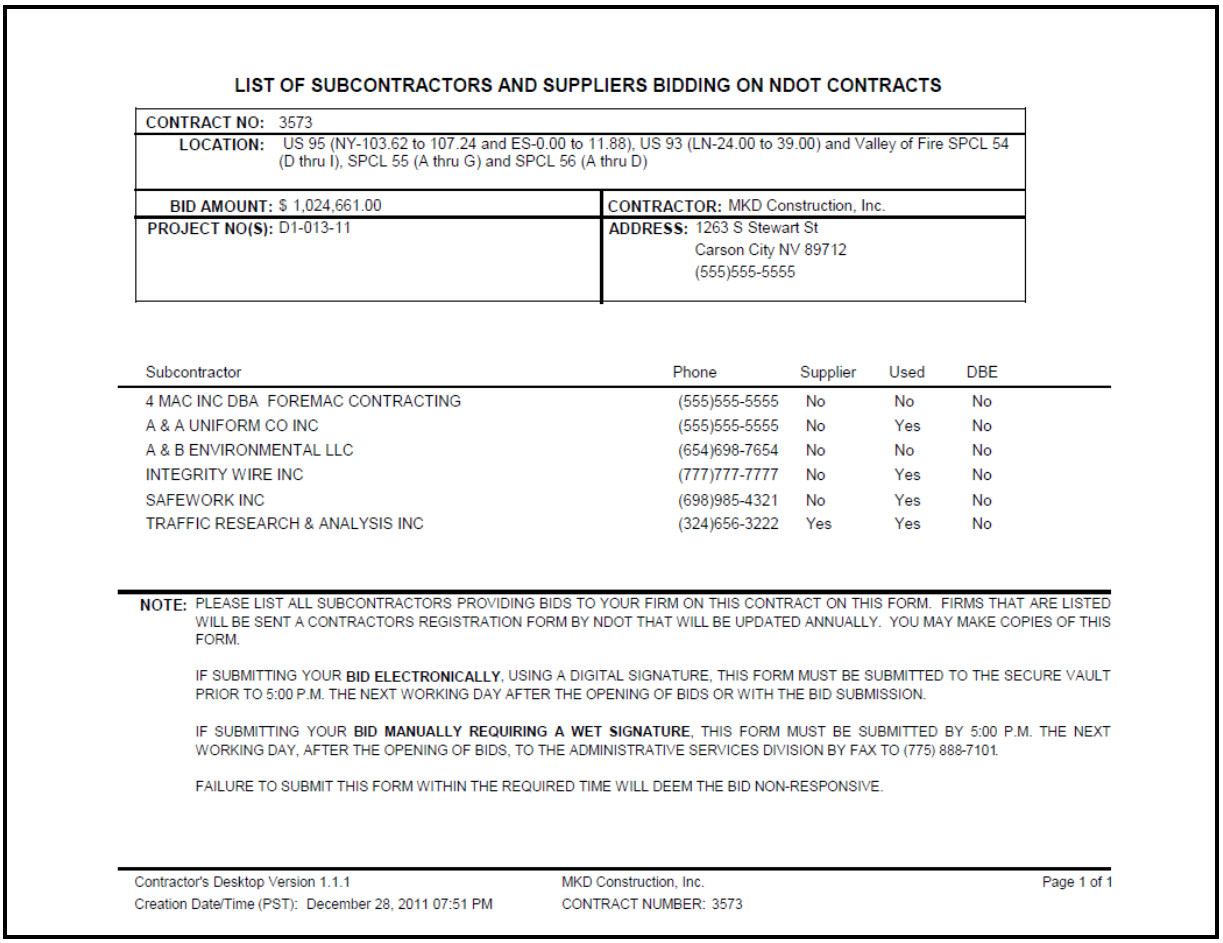
Subcontractor List

The ***'Subcontractor List'*** window tab displays the ***'List of Subcontractors and Suppliers Report'***. This report may be submitted to NDOT any time up to 5pm the next business day after the bid opening.

1) For electronic bid submissions, the ***'List of Subcontractors and Suppliers Report'*** is submitted to the Vault using the **'Submit Report to Vault'** button.
Note: If the bid is submitted through the Vault, the ***'List of Subcontractors and Suppliers Report'*** must also be submitted through the Vault.

2) For flash drive submissions, ***'List of Subcontractors and Suppliers Report'*** should be saved to a flash drive using the **'Save Report to File'** button. The flash drive can be given to NDOT any time up to 5pm the next business day after the bid opening.
Note: If the bid is submitted on flash drive, the ***'List of Subcontractors and Suppliers Report'*** must also be submitted on a flash drive.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 3573 - US 95 (NY-103.62 to 107.24 and ES-0.00
District DISTRICT 1
Description Micro-surfacing
County CLARK; ESMERALDA; LINCO
Estimate Range R21 $2,200,000.01 to $2,650,000
Bid Date & Time (PST) 12/16/2011 3:00 PM
Funding STATE
Bid Status
Bid Total: $1,024,661.00
Subcontractor Information Complete
All Supplementals Acknowledged
Surety bond validated
Certifications are complete
Bid not submitted to the Vault
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
LIST OF SUBCONTRACTORS AND SUPPLIERS BIDDING ON NDOT CONTRACTS
CONTRACT NO: 3573
LOCATION: US 95 (NY-103.62 to 107.24 and ES-0.00 to 11.88), US 93 (LN-24.00 to 39.00) and Valley of Fire SPCL 54 (D thru I), SPCL 55 (A thru G) and SPCL 56 (A thru D)
BID AMOUNT: $ 1,024,661.00
PROJECT NO(S): D1-013-11
CONTRACTOR: MKD Construction, Inc.
ADDRESS: 1263 S StewartSt
Carson City NV 89712
(555)555-5555
Subcontractor Phone Supplier Used DBE
First Page Previous Page Next Page Last Page Print Report Save Report to File Submit Report to Vault
Subcontractor Bids Items Five Percent One Percent Subcontractor List
Online
196 - MKD Construction, Inc.



LIST OF SUBCONTRACTORS AND SUPPLIERS BIDDING ON NDOT CONTRACTS

CONTRACT NO: 3573

LOCATION: US 95 (NY-103.62 to 107.24 and ES-0.00 to 11.88), US 93 (LN-24.00 to 39.00) and Valley of Fire SPCL 54 (D thru I), SPCL 55 (A thru G) and SPCL 56 (A thru D)

BID AMOUNT: $ 1,024,661.00

PROJECT NO(S): D1-013-11

CONTRACTOR: MKD Construction, Inc.

ADDRESS: 1263 S Stewart St
Carson City NV 89712
(555)555-5555

Subcontractor	Phone	Supplier	Used	DBE
4 MAC INC DBA FOREMAC CONTRACTING	(555)555-5555	No	No	No
A & A UNIFORM CO INC	(555)555-5555	No	Yes	No
A & B ENVIRONMENTAL LLC	(654)698-7654	No	No	No
INTEGRITY WIRE INC	(777)777-7777	No	Yes	No
SAFEWORK INC	(698)985-4321	No	Yes	No
TRAFFIC RESEARCH & ANALYSIS INC	(324)656-3222	Yes	Yes	No

NOTE: PLEASE LIST ALL SUBCONTRACTORS PROVIDING BIDS TO YOUR FIRM ON THIS CONTRACT ON THIS FORM. FIRMS THAT ARE LISTED WILL BE SENT A CONTRACTORS REGISTRATION FORM BY NDOT THAT WILL BE UPDATED ANNUALLY. YOU MAY MAKE COPIES OF THIS FORM.

IF SUBMITTING YOUR **BID ELECTRONICALLY**, USING A DIGITAL SIGNATURE, THIS FORM MUST BE SUBMITTED TO THE SECURE VAULT PRIOR TO 5:00 P.M. THE NEXT WORKING DAY AFTER THE OPENING OF BIDS OR WITH THE BID SUBMISSION.

IF SUBMITTING YOUR **BID MANUALLY REQUIRING A WET SIGNATURE**, THIS FORM MUST BE SUBMITTED BY 5:00 P.M. THE NEXT WORKING DAY, AFTER THE OPENING OF BIDS, TO THE ADMINISTRATIVE SERVICES DIVISION BY FAX TO (775) 888-7101.

FAILURE TO SUBMIT THIS FORM WITHIN THE REQUIRED TIME WILL DEEM THE BID NON-RESPONSIVE.

Contractor's Desktop Version 1.1.1 | MKD Construction, Inc. | Page 1 of 1
Creation Date/Time (PST): December 28, 2011 07:51 PM | CONTRACT NUMBER: 3573

For hardcopy review, the ***'Subcontractor List Report'*** may be printed from this window by clicking on the ***'Print Report'*** button.

Certifications

Bidders are required to acknowledge specific certifications when submitting a bid. State funded contracts require a debarment certification. Federally funded contracts require both a debarment certification and a lobbying certification. One or both certifications will automatically appear on the Certifications tab as required for each specific contract. **Contractor's Desktop Application (CDA)** enables bidders to acknowledge the certifications and stops bidders from submitting a bid if certifications are incomplete.

When the following Certifications are acknowledged, the ***'Bid Status'*** sub-window changes from ***"Certifications are not complete"*** to ***"Certifications are complete".***

NDOT Federal and State Certifications:

1) Affidavit Required under Section 112(c) - Suspension or Debarment
2) Disclosure of Lobbying Activities

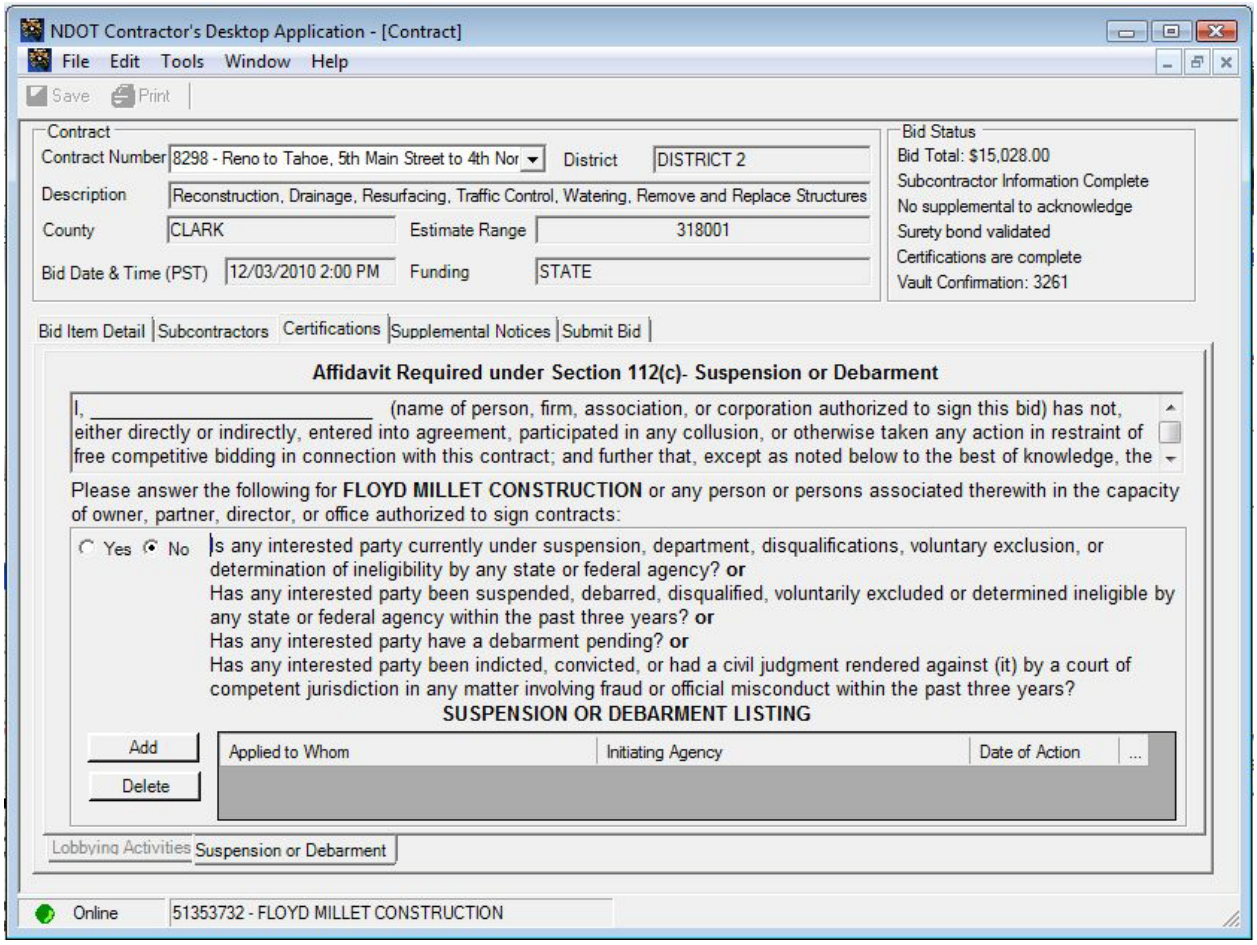
Acknowledging Certifications

To acknowledge certifications:

1. Click the ***'Certifications'*** window tab.

2. Click on the subtab for each certification

3. Select **'Yes'** or **'No'** as applicable to each certification.
   a. Some certifications require a **'Yes'** response to be responsive.
   b. Responding **'Yes'** to the certification ***"Suspension or Debarment"*** requires entering information in the ***'Suspension or Debarment Listing'*** table shown below.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 8298 - Reno to Tahoe, 5th Main Street to 4th Nor
District DISTRICT 2
Description Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structures
County CLARK
Estimate Range 318001
Bid Date & Time (PST) 12/03/2010 2:00 PM
Funding STATE
Bid Status
Bid Total: $15,028.00
Subcontractor Information Complete
No supplemental to acknowledge
Surety bond validated
Certifications are complete
Vault Confirmation: 3261
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
Affidavit Required under Section 112(c)- Suspension or Debarment
I, _____ (name of person, firm, association, or corporation authorized to sign this bid) has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract; and further that, except as noted below to the best of knowledge, the
Please answer the following for FLOYD MILLET CONSTRUCTION or any person or persons associated therewith in the capacity of owner, partner, director, or office authorized to sign contracts:
Yes No
Is any interested party currently under suspension, department, disqualifications, voluntary exclusion, or determination of ineligibility by any state or federal agency? or
Has any interested party been suspended, debarred, disqualified, voluntarily excluded or determined ineligible by any state or federal agency within the past three years? or
Has any interested party have a debarment pending? or
Has any interested party been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years?
SUSPENSION OR DEBARMENT LISTING
Add
Delete
Applied to Whom
Initiating Agency
Date of Action
Lobbying Activities Suspension or Debarment
Online
51353732 - FLOYD MILLET CONSTRUCTION

Click Add to add a listing, enter the required information, and click Save.

Supplemental Notices

Supplemental Notices issued on a contract must be acknowledged in Contractor's Desktop Application (CDA). Supplemental Notices can be issued for any change to the original advertised contract. If the supplemental notice results in a change to bid items, the items will be automatically updated in the CDA. Bid item changes can include any or all of the following:

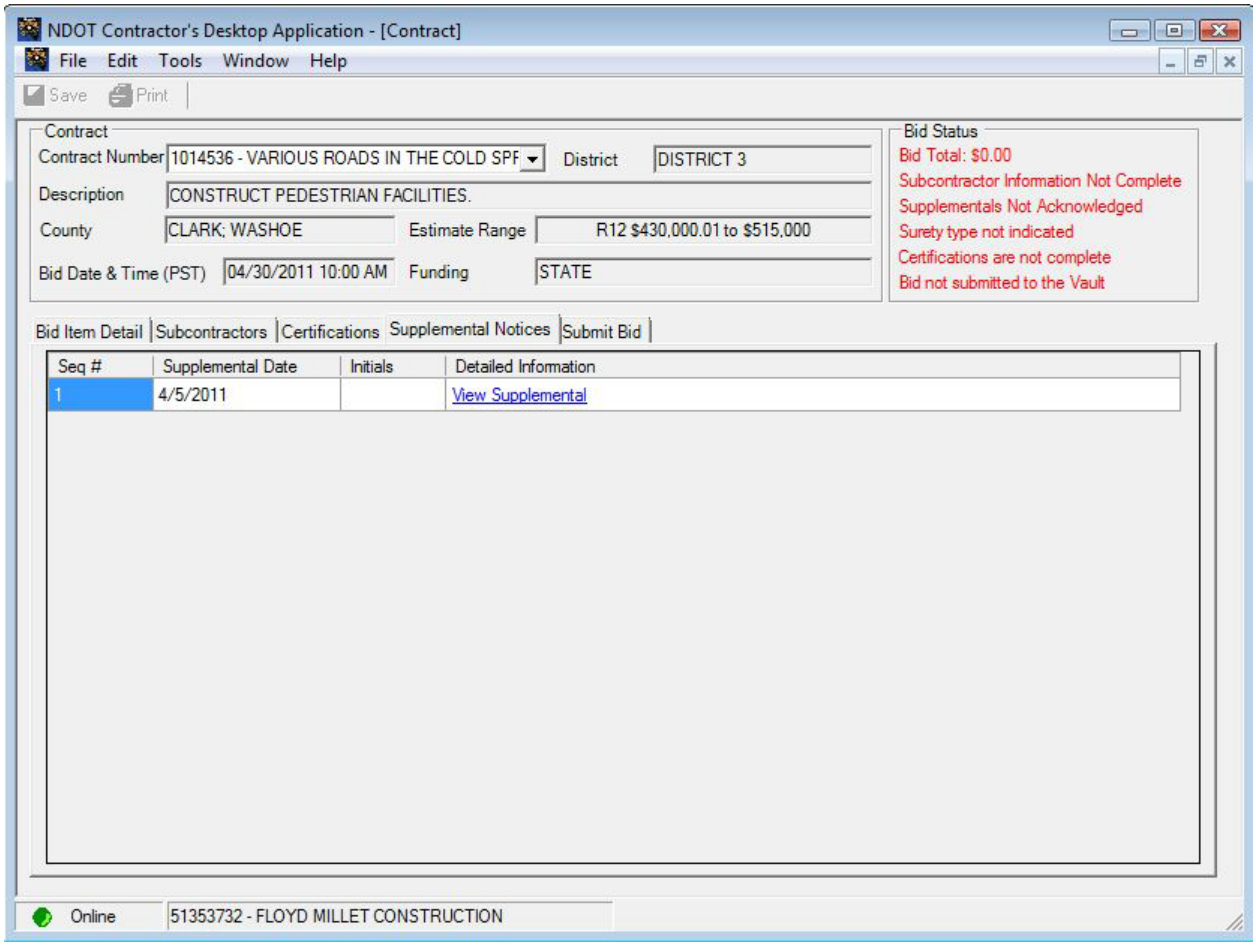
a) A new item is added - it is inserted into the bid in the correct sequence.
b) An existing item is deleted - it is deleted from the bid.
c) A quantity is changed - the quantity is updated and the bid price is changed to $0.00

Note: The contract's bid items must contain the latest supplemental information to be considered a valid bid.

It is the bidders' responsibility to be aware of supplemental notices and to acknowledge receipt of all supplemental notices in the CDA. When connected to the internet, supplemental notices for a contract that has been loaded into CDA will be automatically loaded in the Supplemental Notices tab. CDA automatically checks for new supplemental notices whenever the application is started or when attempting to submit a bid.

The 'Bid Status' sub-window displays the appropriate status for acknowledgement of the supplemental notice. A bid cannot be submitted until all supplemental notices are acknowledged. For projects with no supplemental notices, the message says:
'No Supplemental to acknowledge'
For projects with at least one supplemental notice, the messages are

a. 'Supplementals Not Acknowledged', or
b. 'All Supplementals Acknowledged'



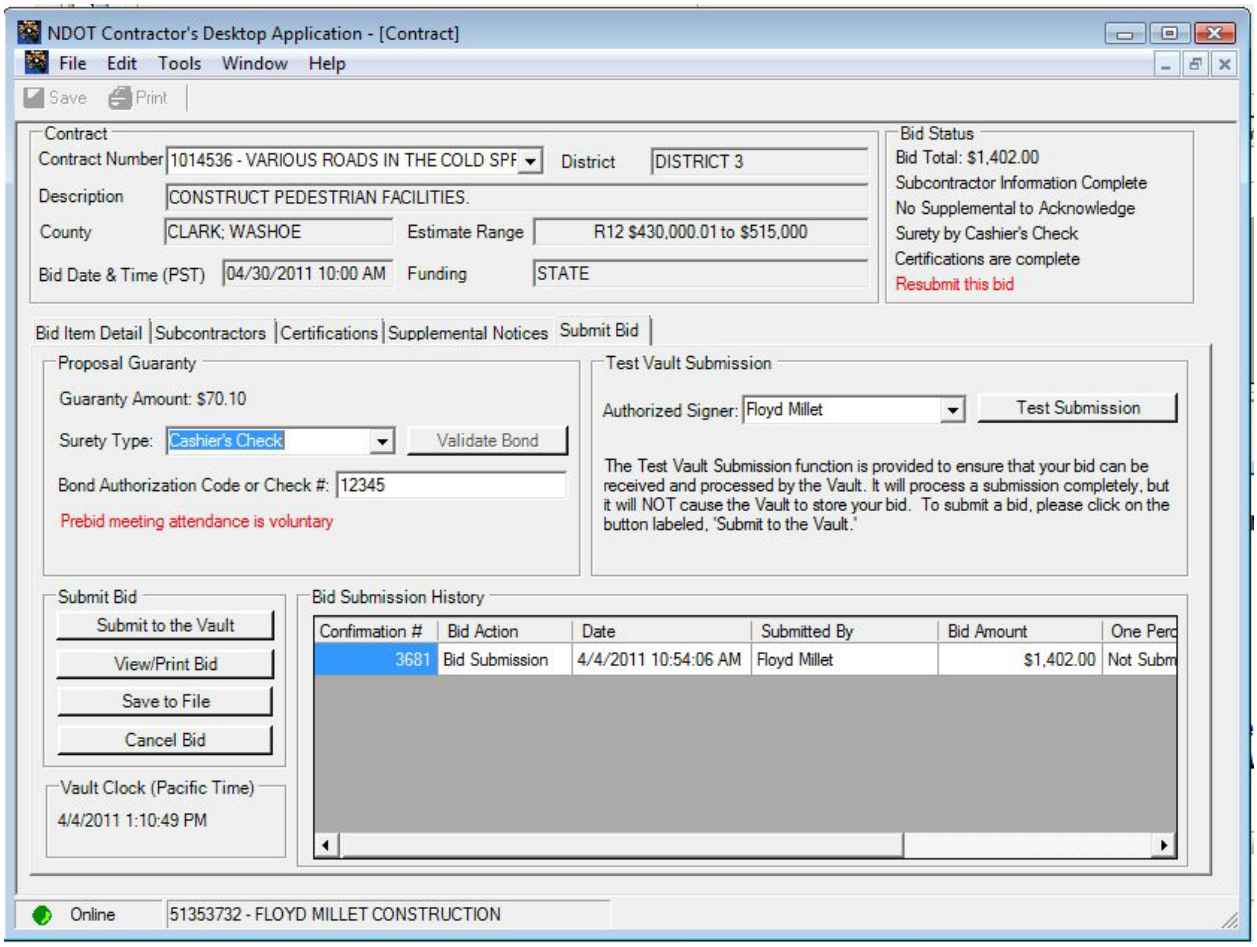
To acknowledge supplemental notices:
1. Click the ***'Supplemental Notices'*** window tab.
2. Enter initials to acknowledge each supplemental notice.

You may click on the ***'Detailed Information'*** link to view the supplemental notice.

Bid Submission

When a bid has been prepared and is ready to be submitted to NDOT, the **Contractor's Desktop Application (CDA)** creates an encrypted bid file that can be submitted one of two ways:

1. As a digitally signed bid file submitted to the Vault, or
2. Saved to a flash drive & submitted to NDOT with the bid documents printed & signed.

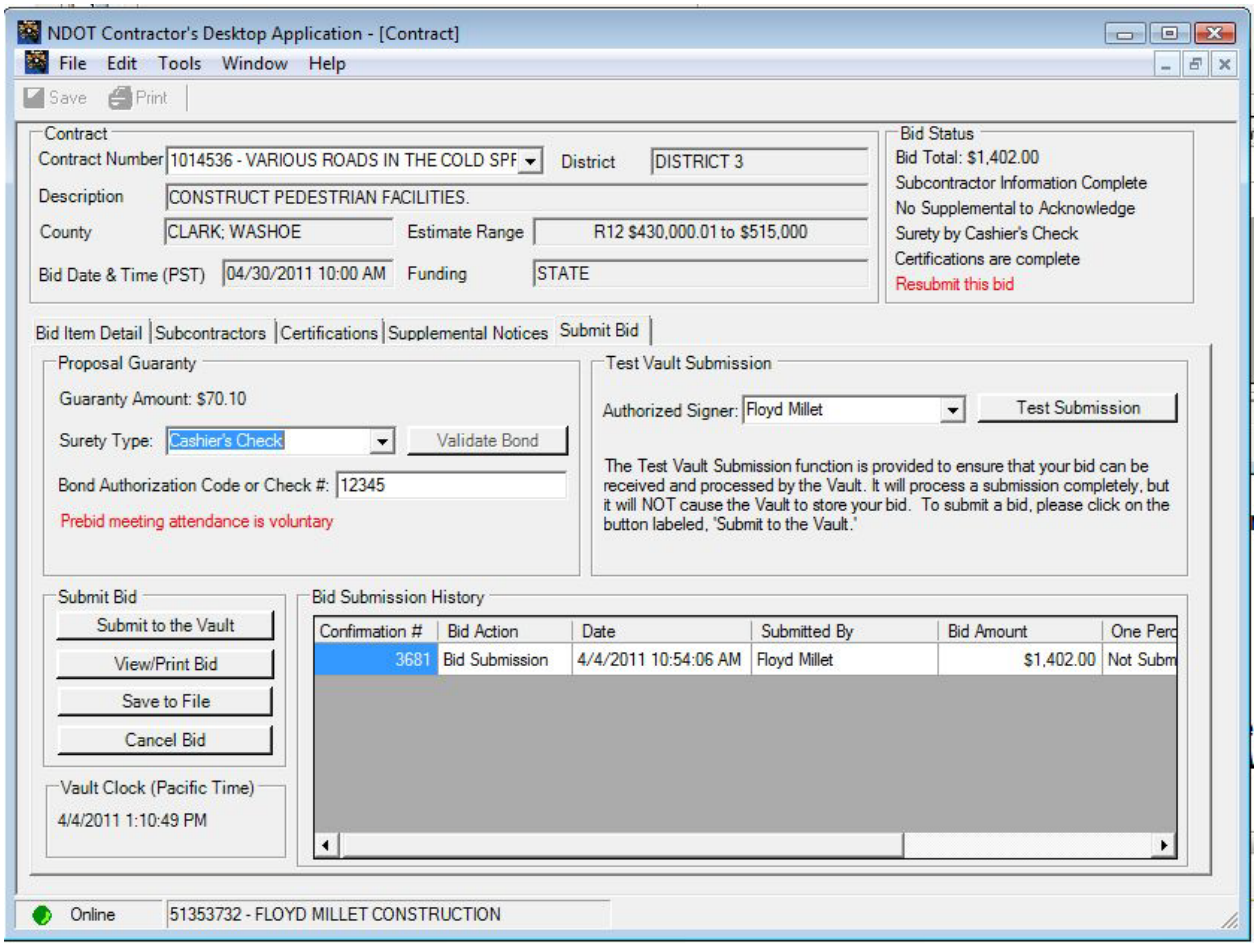

NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 1014536 - VARIOUS ROADS IN THE COLD SPF
District DISTRICT 3
Description CONSTRUCT PEDESTRIAN FACILITIES.
County CLARK; WASHOE
Estimate Range R12 $430,000.01 to $515,000
Bid Date & Time (PST) 04/30/2011 10:00 AM
Funding STATE
Bid Status
Bid Total: $1,402.00
Subcontractor Information Complete
No Supplemental to Acknowledge
Surety by Cashier's Check
Certifications are complete
Resubmit this bid
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
Proposal Guaranty
Guaranty Amount: $70.10
Surety Type: Cashier's Check
Validate Bond
Bond Authorization Code or Check #: 12345
Prebid meeting attendance is voluntary
Test Vault Submission
Authorized Signer: Floyd Millet
Test Submission
The Test Vault Submission function is provided to ensure that your bid can be received and processed by the Vault. It will process a submission completely, but it will NOT cause the Vault to store your bid. To submit a bid, please click on the button labeled, 'Submit to the Vault.'
Submit Bid
Submit to the Vault
View/Print Bid
Save to File
Cancel Bid
Vault Clock (Pacific Time)
4/4/2011 1:10:49 PM
Bid Submission History
Confirmation # Bid Action Date Submitted By Bid Amount One Perc
3681 Bid Submission 4/4/2011 10:54:06 AM Floyd Millet $1,402.00 Not Subm
Online
51353732 - FLOYD MILLET CONSTRUCTION

Electronic Bid Submission

Note: The bidder's digital certificate must be loaded into the Profile window in the **Contractor's Desktop Application (CDA)** and **Authorized Signers** must be submitted to NDOT before the bid can be submitted electronically.

Submitting an Electronic Bid:

1) Select the ***'Submit Bid'*** window tab.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 1014536 - VARIOUS ROADS IN THE COLD SPF
District DISTRICT 3
Description CONSTRUCT PEDESTRIAN FACILITIES.
County CLARK; WASHOE
Estimate Range R12 $430,000.01 to $515,000
Bid Date & Time (PST) 04/30/2011 10:00 AM
Funding STATE
Bid Status
Bid Total: $1,402.00
Subcontractor Information Complete
No Supplemental to Acknowledge
Surety by Cashier's Check
Certifications are complete
Resubmit this bid
Bid Item Detail
Subcontractors
Certifications
Supplemental Notices
Submit Bid
Proposal Guaranty
Guaranty Amount: $70.10
Surety Type: Cashier's Check
Validate Bond
Bond Authorization Code or Check #: 12345
Prebid meeting attendance is voluntary
Test Vault Submission
Authorized Signer: Floyd Millet
Test Submission
The Test Vault Submission function is provided to ensure that your bid can be received and processed by the Vault. It will process a submission completely, but it will NOT cause the Vault to store your bid. To submit a bid, please click on the button labeled, 'Submit to the Vault.'
Submit Bid
Submit to the Vault
View/Print Bid
Save to File
Cancel Bid
Vault Clock (Pacific Time)
4/4/2011 1:10:49 PM
Bid Submission History
Confirmation # Bid Action Date Submitted By Bid Amount One Perc
3681 Bid Submission 4/4/2011 10:54:06 AM Floyd Millet $1,402.00 Not Subm
Online
51353732 - FLOYD MILLET CONSTRUCTION

2) In the ***Proposal Guaranty*** sub-window click the ***Surety Type*** drop-down and select one of the options.

3) Enter the '***Bond Authorization Code or Check #'***.

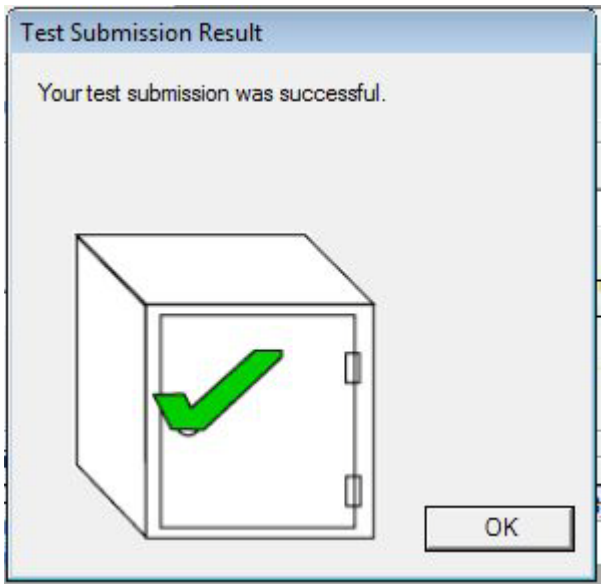
4) For Surety 2000 or SurePath electronic bonds, click ***Validate Bond***.

Note: When '***Validate Bond'*** is selected, CDA communicates with the applicable surety company via the internet to verify the entered '***Bond Authorization Code #'*** is legally binding. If it is, the ***'Bid Status'*** sub-window message will show ***'Surety bond validated'*** and enable the ***'Submit to the Vault'*** and ***'View/Print Bid'*** buttons.

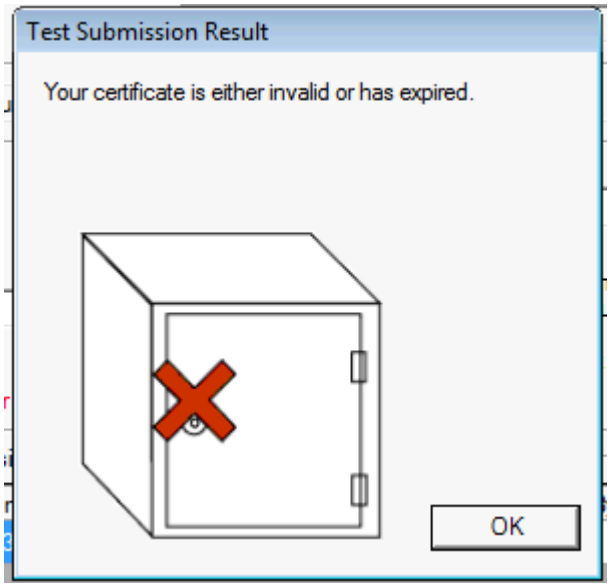
5) **Contractor's Desktop Application (CDA)** enables bidders to test connectivity to the vault prior to actually submitting a bid.

To test vault bid submission, select *'Test Submission'*.

The following message will appear when the test bid has been successfully submitted.



When the test submissions is unsuccessful, a message will provide information about the problem.



6) When you're ready to send your bid, click '***Submit to the Vault***'

Note: ***'Bid Total', 'Subcontractor Information', 'Certifications', 'Supplemental Notices'*** and ***'Surety Bond'*** must be completed before the ***'Submit to the Vault'*** button can be selected.

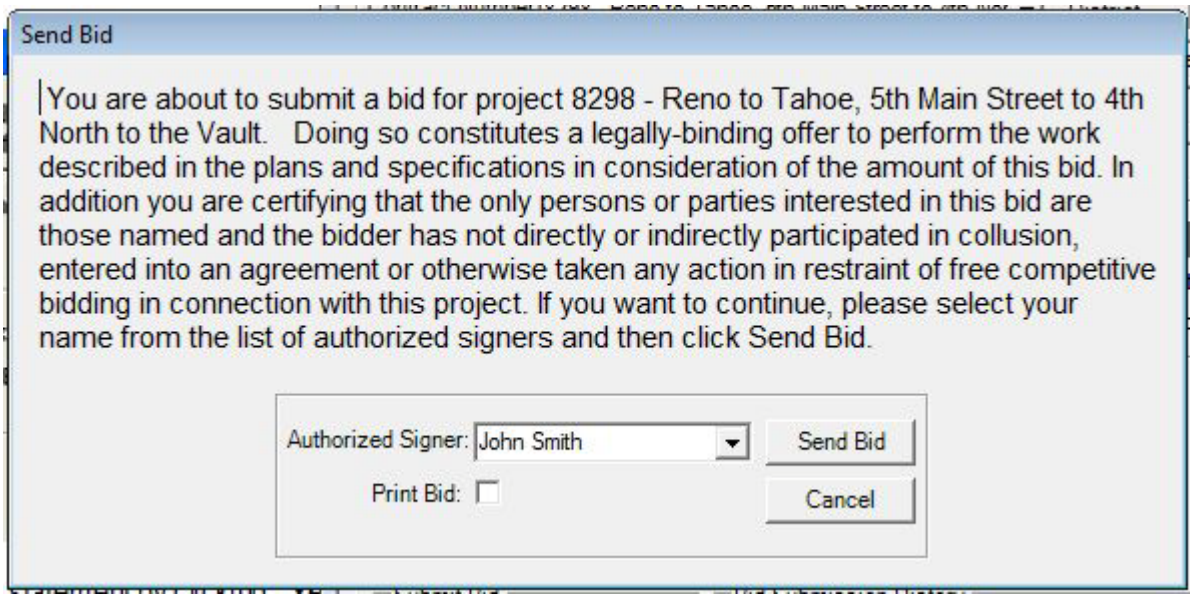
When a bid is submitted or cancelled, a bid submission history is kept. This history is displayed in the bottom right of the Submit Bid tab. In addition to the bid submission

information it also tracks the date and time of the latest submissions of the 1% and Subcontractor List reports.

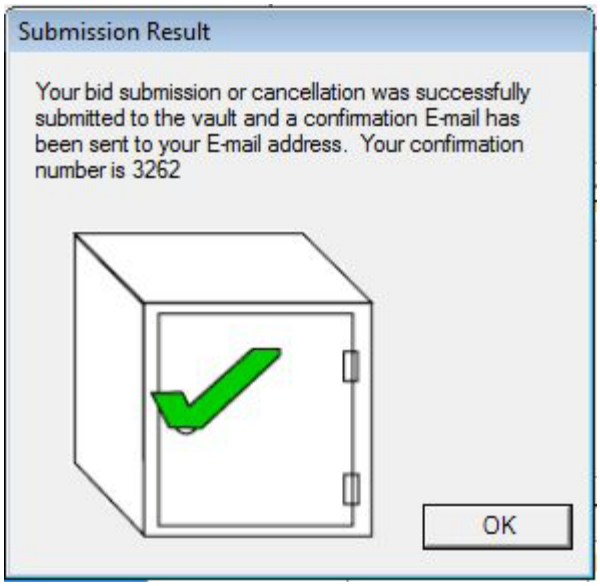
7) Select the signer from the ***'Authorized Signer'*** drop-down list. See **(Authorized Signers)** for more information.

a) Check the ***'Print Bid'*** box if you want a printed copy of the submitted bid.

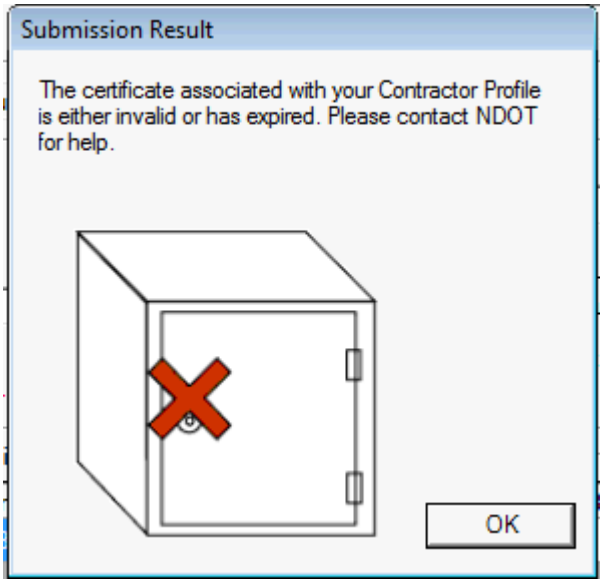
8) Click ***'Send Bid'*** to submit the bid or ***'Cancel'*** to stop the submission.


Send Bid
You are about to submit a bid for project 8298 - Reno to Tahoe, 5th Main Street to 4th North to the Vault. Doing so constitutes a legally-binding offer to perform the work described in the plans and specifications in consideration of the amount of this bid. In addition you are certifying that the only persons or parties interested in this bid are those named and the bidder has not directly or indirectly participated in collusion, entered into an agreement or otherwise taken any action in restraint of free competitive bidding in connection with this project. If you want to continue, please select your name from the list of authorized signers and then click Send Bid.
Authorized Signer:
John Smith
Send Bid
Print Bid:
Cancel

Note: The following message will appear when the bid has been successfully submitted and accepted. A confirmation e-mail is also sent to the bidder.


Submission Result
Your bid submission or cancellation was successfully submitted to the vault and a confirmation E-mail has been sent to your E-mail address. Your confirmation number is 3262
OK

Note: An error message indicating the source of the problem, like the message below, will appear if the bid submission is unsuccessful.

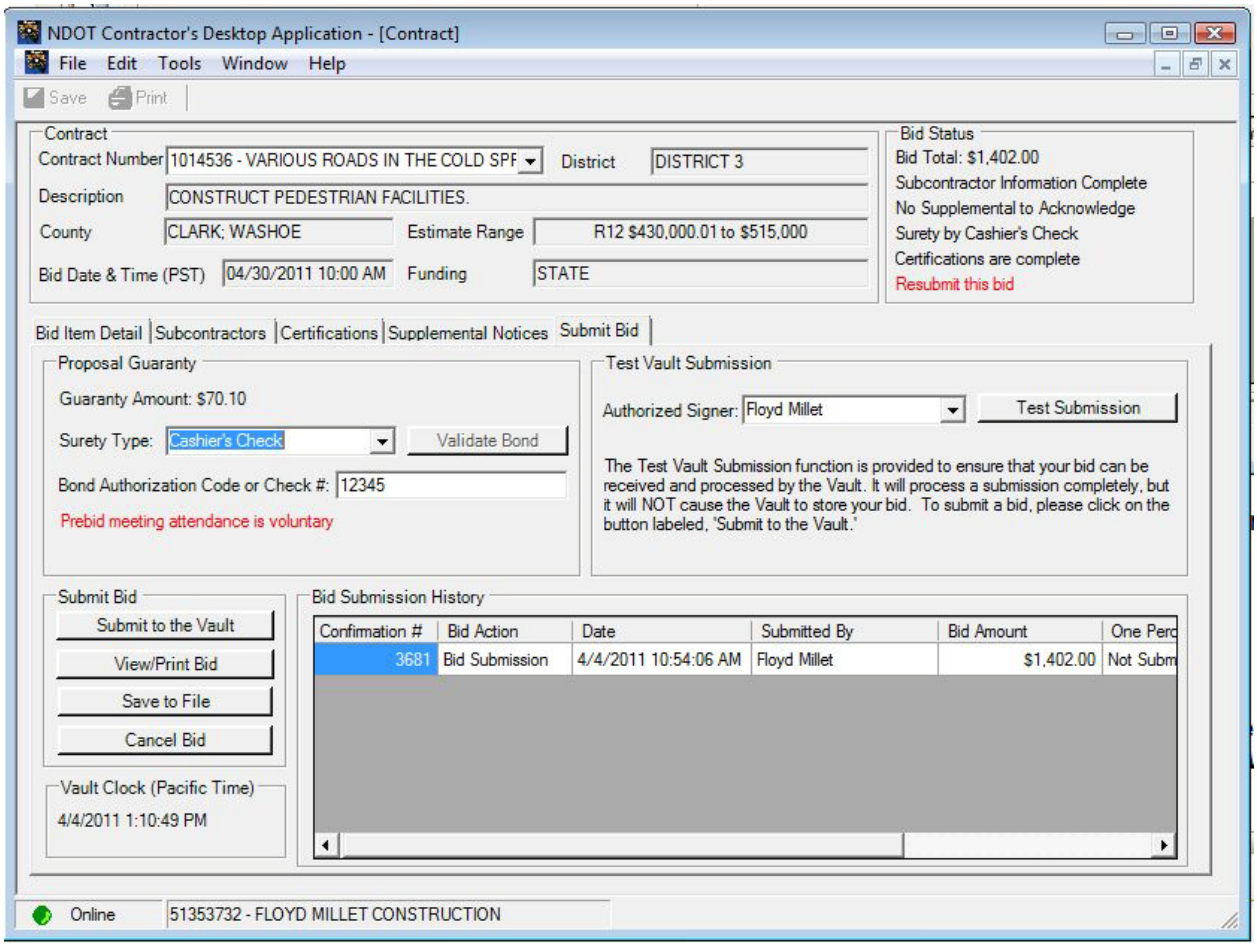

Submission Result
The certificate associated with your Contractor Profile is either invalid or has expired. Please contact NDOT for help.
OK

8) To cancel a bid, select the contract then click, ***'Cancel Bid'*** in the ***'Submit Bid'*** window. This removes your bid information from the vault & cancels your bid.

Bid Submission History

Each time the bid is submitted to the vault, ***'Bid Submission History'*** is maintained in the **Contractor's Desktop Application (CDA)** for the associated profile. This history includes the following information for each submitted or cancelled bid:

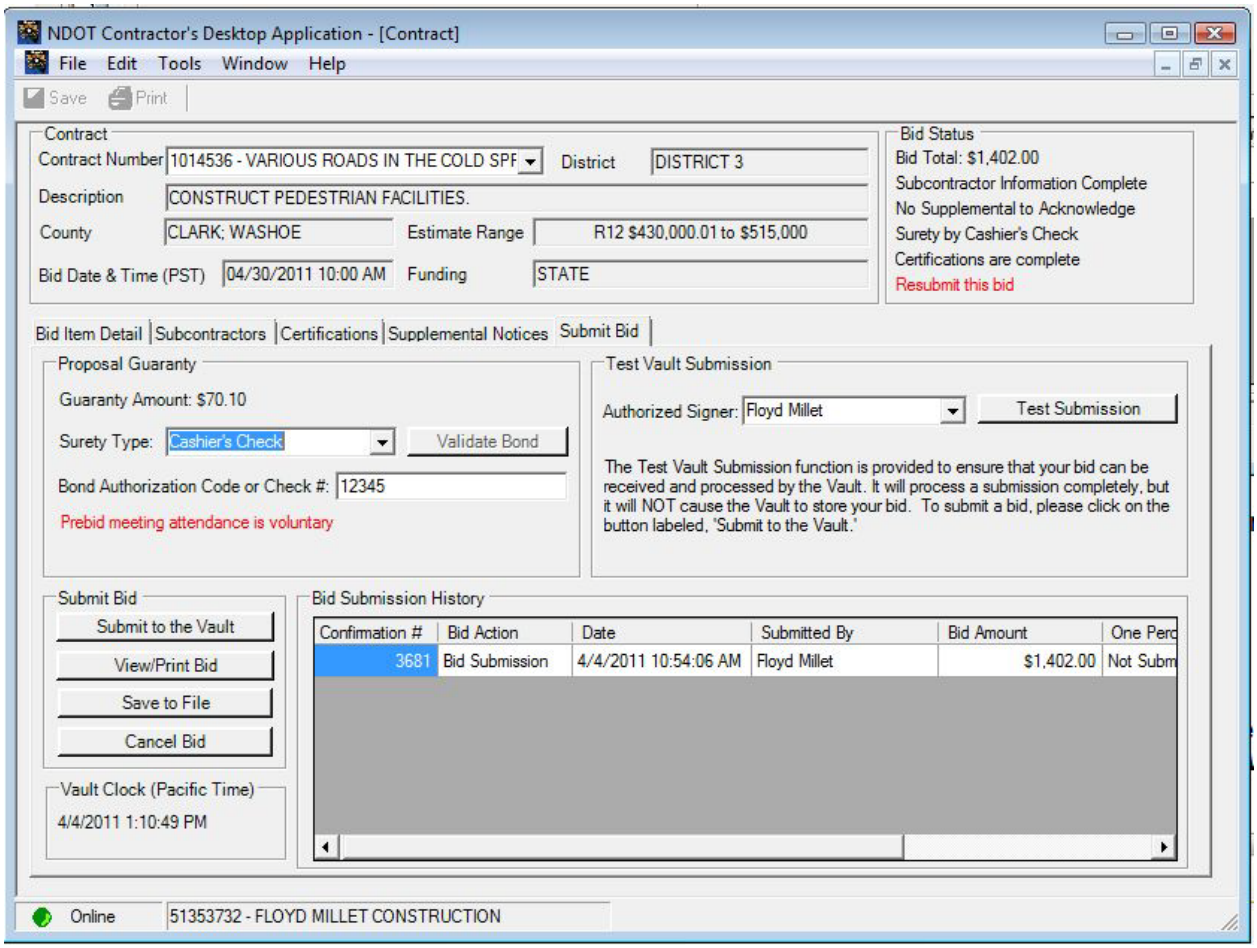
- ***'Confirmation #'*** - Confirmation number assigned by the vault for a successful bid submission or cancellation
- ***'Bid Action'*** - displays 'Submitted' or 'Cancelled'
- ***'Date'*** - Date bid was submitted or cancelled
- ***'Submitted By'*** - Name of Authorized Signer
- ***'Bid Amount'*** - Dollar Amount for a submitted bid or N/A for cancelled bid


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 1014536 - VARIOUS ROADS IN THE COLD SPF
District DISTRICT 3
Description CONSTRUCT PEDESTRIAN FACILITIES.
County CLARK; WASHOE
Estimate Range R12 $430,000.01 to $515,000
Bid Date & Time (PST) 04/30/2011 10:00 AM
Funding STATE
Bid Status
Bid Total: $1,402.00
Subcontractor Information Complete
No Supplemental to Acknowledge
Surety by Cashier's Check
Certifications are complete
Resubmit this bid
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
Proposal Guaranty
Guaranty Amount: $70.10
Surety Type: Cashier's Check
Validate Bond
Bond Authorization Code or Check #: 12345
Prebid meeting attendance is voluntary
Test Vault Submission
Authorized Signer: Floyd Millet
Test Submission
The Test Vault Submission function is provided to ensure that your bid can be received and processed by the Vault. It will process a submission completely, but it will NOT cause the Vault to store your bid. To submit a bid, please click on the button labeled, 'Submit to the Vault.'
Submit Bid
Submit to the Vault
View/Print Bid
Save to File
Cancel Bid
Vault Clock (Pacific Time)
4/4/2011 1:10:49 PM
Bid Submission History
Confirmation # Bid Action Date Submitted By Bid Amount One Perc
3681 Bid Submission 4/4/2011 10:54:06 AM Floyd Millet $1,402.00 Not Subm
Online
51353732 - FLOYD MILLET CONSTRUCTION

Flash Drive Bid Submission

The Contractor's Desktop Application (CDA) can create electronic bid documents to be submitted on a flash drive. The main difference between electronic bid submission and flash drive bid submission is that an electronic bid requires a digital certificate in order to submit to the secure vault. In the absence of a digital certificate, the bid file can be saved to a flash drive and submitted to NDOT along with a signed Proposal Cover Page and bid documents.

To submit a flas drive bid:
1) Go to the ***'Submit Bid'*** window tab.


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 1014536 - VARIOUS ROADS IN THE COLD SPF
District DISTRICT 3
Description CONSTRUCT PEDESTRIAN FACILITIES.
County CLARK; WASHOE
Estimate Range R12 $430,000.01 to $515,000
Bid Date & Time (PST) 04/30/2011 10:00 AM
Funding STATE
Bid Status
Bid Total: $1,402.00
Subcontractor Information Complete
No Supplemental to Acknowledge
Surety by Cashier's Check
Certifications are complete
Resubmit this bid
Bid Item Detail Subcontractors Certifications Supplemental Notices Submit Bid
Proposal Guaranty
Guaranty Amount: $70.10
Surety Type: Cashier's Check
Validate Bond
Bond Authorization Code or Check #: 12345
Prebid meeting attendance is voluntary
Test Vault Submission
Authorized Signer: Floyd Millet
Test Submission
The Test Vault Submission function is provided to ensure that your bid can be received and processed by the Vault. It will process a submission completely, but it will NOT cause the Vault to store your bid. To submit a bid, please click on the button labeled, 'Submit to the Vault.'
Submit Bid
Submit to the Vault
View/Print Bid
Save to File
Cancel Bid
Vault Clock (Pacific Time)
4/4/2011 1:10:49 PM
Bid Submission History
Confirmation # Bid Action Date Submitted By Bid Amount
3681 Bid Submission 4/4/2011 10:54:06 AM Floyd Millet $1,402.00
Online
51353732 - FLOYD MILLET CONSTRUCTION

2) In the ***Proposal Guaranty*** sub-window click the ***Surety Type*** drop-down and select one of the options.

3) Enter the ***'Bond Authorization Code or Check #'***

4) Click ***'Validate Bond'*** button if an electronic Surety Bond number was entered. Note: the ***'Validate Bond'*** button is disabled if an electronic bond is not selected.

When ***'Validate Bond'*** is selected, CDA communicates with the surety company via the Internet to verify the entered ***'Bond Authorization Code #'*** is legally binding. If it is, the ***'Bid Status'*** sub-window message, ***'Surety not provided'*** will change to ***'Surety bond validated'*** and enable the ***'View/Print Bid'*** button so the bid can be printed and submitted.

5) Click ***View/Print Bid*** button to view and print the bid submission documents.

6) Click 'Save to File' and save the bid file to a flash drive for submission. You can repeat the 'Save to File' command and select a file location on your computer to save a copy for your records.

7) Save the One Percent Report and Subcontractor List Report to a flash drive for submission. You can repeat this step and select a file location on your computer to save a copy for your records.

Note: ***'Bid Total', 'Subcontractor Information', 'Certifications', Supplemental Notices'*** and ***'Surety Bond'*** must be completed before the ***'View/Print'*** button can be selected. (See **Bid Status** for more information).

Note: For **Flash Drive Bid Submission**, the signed bid documents and electronic bid file will constitute the Contractor's official bid and must be received by NDOT prior to the bid opening time.

Paper Bid Submission

Follow the instructions provided in the Bid Proposal Documents. Submit your bid to NDOT prior to the bid opening time.

Move Contract

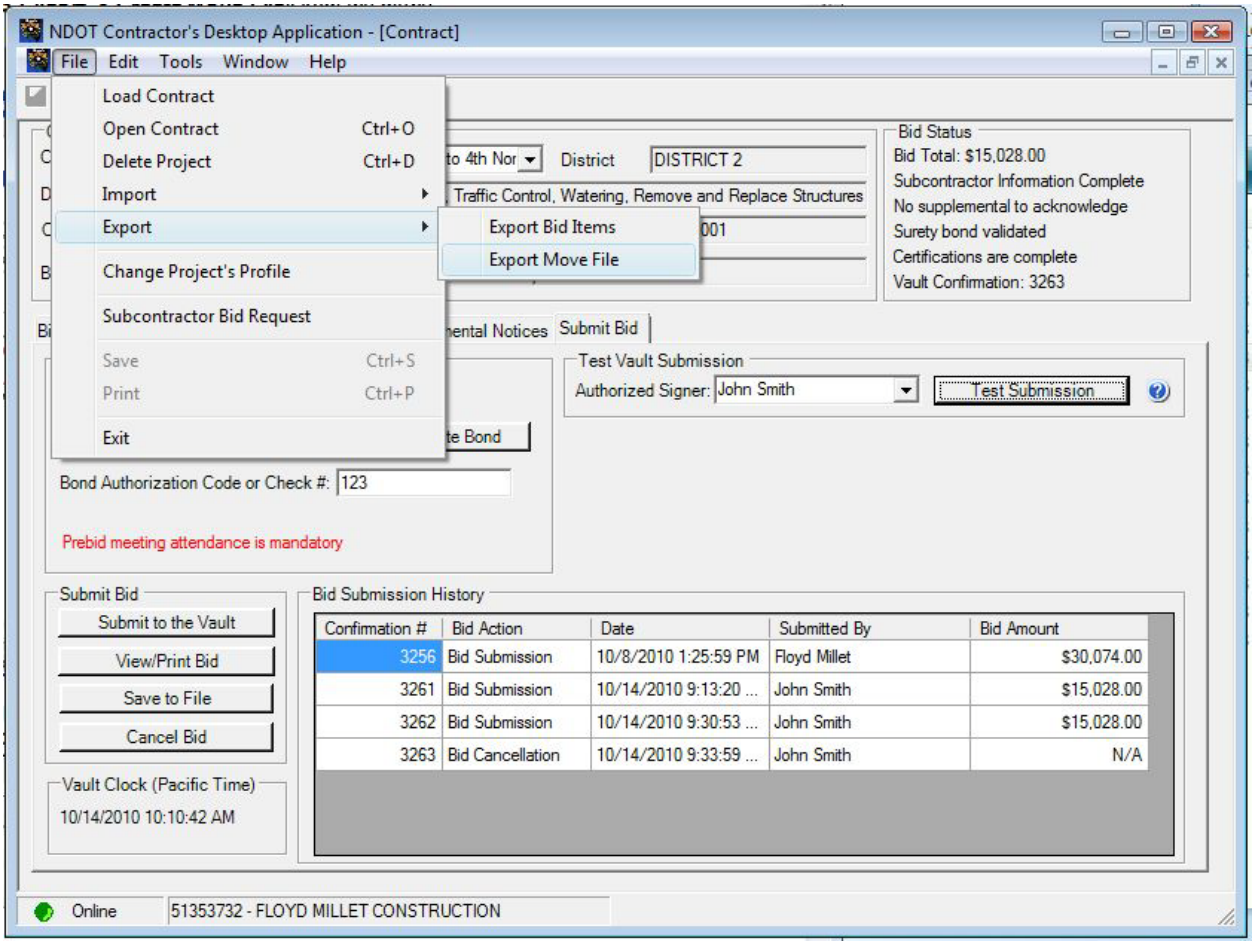
In some instances multiple people may be responsible for bid preparation and submittal, or you may want to use more than one computer. The CDA allows for this with the **Export Move File** functionality available in the ***'Export'*** menu. This feature allows all or part of the bid file (bid items, subcontractors, and supplemental) to be moved from one computer to another using a flash drive, CD or network drive. The move file can be imported to the computer that is to continue the bid preparation with the **Import Move File** in the ***'Import'*** menu.

If the person creating the bid does not have a valid digital certificate to submit the bid to the vault, the complete bid must imported to a PC that has a valid digital certificate that will be used for electronic submittal.

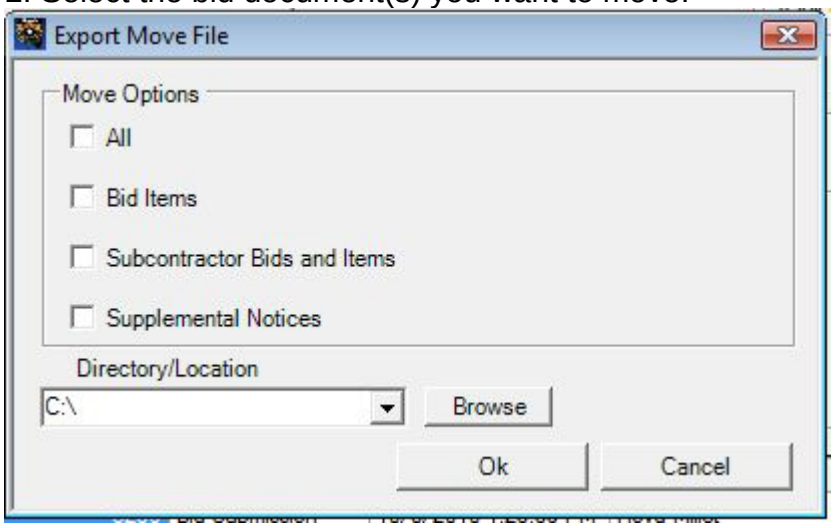
IMPORTANT: This feature will move parts of the contract or the entire contract, but more than one person cannot be moving the same part (i.e. Bid Items) at the same time. The last person performing the same "move" will overlay previous moves. When multiple people are working on bid item prices, unit prices with zero ($0.00) will be ignored when they are imported.

Create a Move File

1. Select ***"File -> Export -> Export Move File"*** from the menu.



2. Select the bid document(s) you want to move.



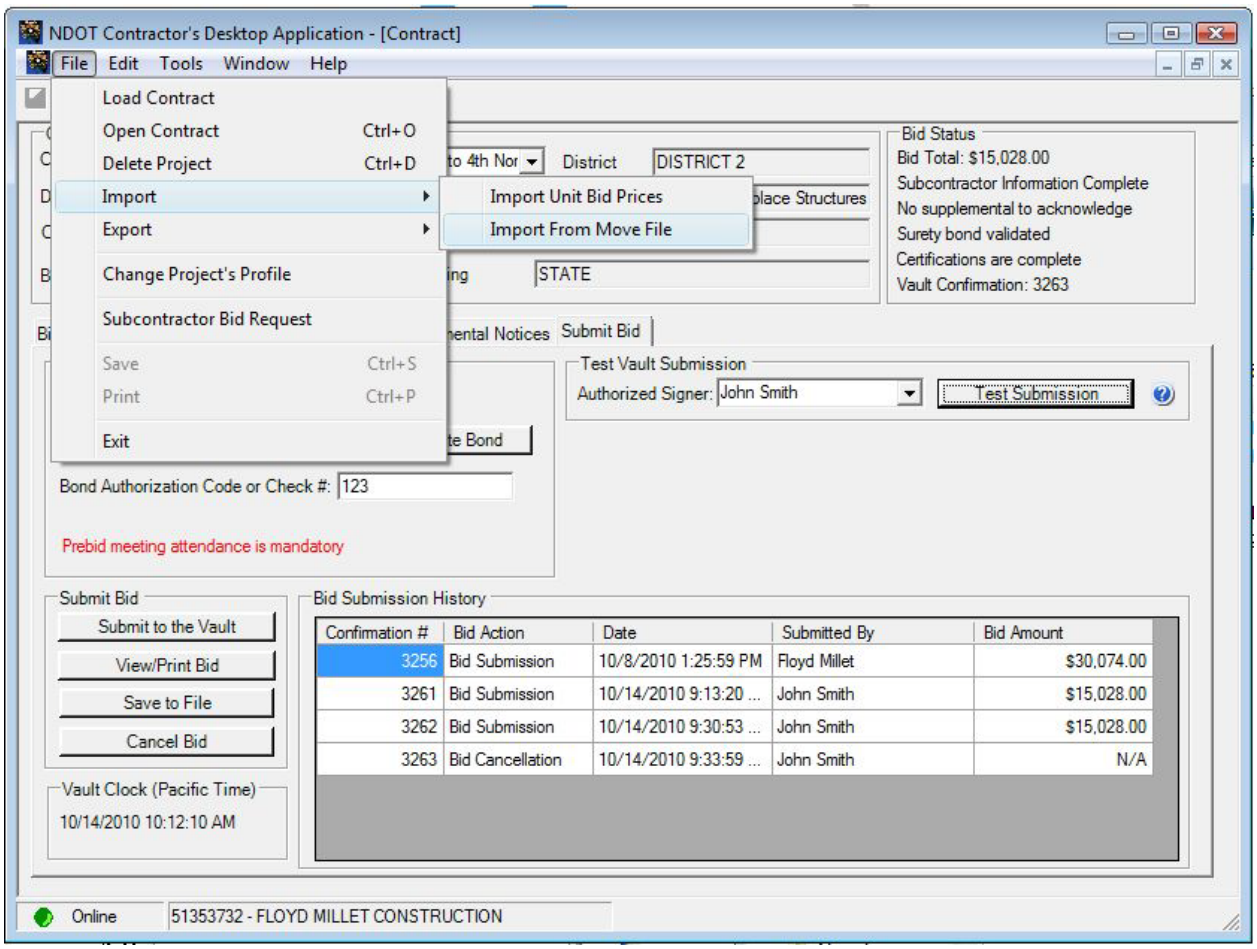
3. Specify the ***'Directory/Location'*** to save the move file (this should be your flash drive, CD, or Network Drive) and click ***'OK'***.

NOTE: Subcontractor records that are added using the "ADD SUBCONTRACTOR" function will not be included with the move file. These subcontractor records will need to be added again on the target computer.

Import Move File

To import the move file on the target PC:

1. Open a contract.
    a. Load the contract first if you are moving parts of the contract.
    b. This step is not required if moving the entire contract.
2. Click ***'File -> Import -> Import from Move File'***.



3. Enter the directory where the move file is located (flash drive, CD or network). Click the file and then click ***'Open'***. The files will show in the CDA on the target PC.

NOTE: When multiple people are working on bid item prices, unit prices with zero dollars ($0.00) will be ignored when they are imported.

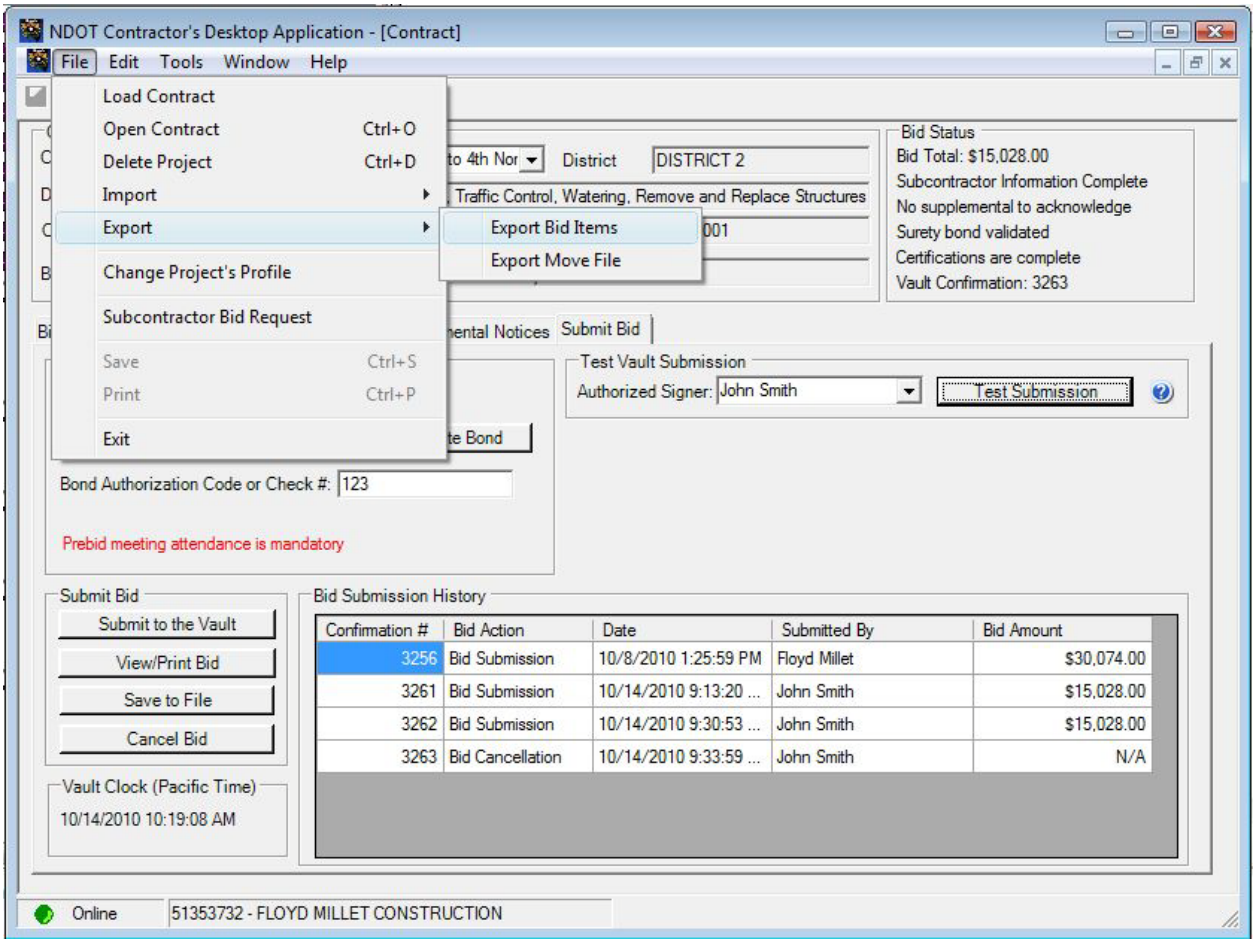
Export and Import Bid Items

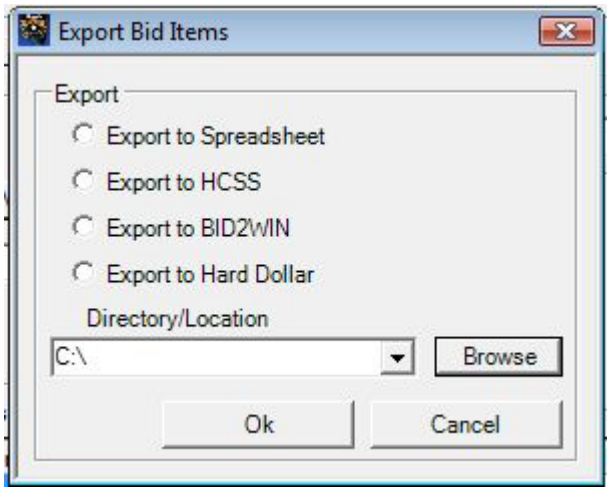
Export Bid Items can be used by Contractor's who use spreadsheets or 3rd party software (Bid2Win, HCSS, or Hard Dollar) to export pricing information for their bid proposal. Contractors can also use this feature to create a spreadsheet to assist with calculations of their bid prices.

Import Bid Items can be used to import the unit prices back into the **Contractor's Desktop Application (CDA).**

Export Bid Items

To export bid items:
1. Open a contract
2. Click ***'File -> Export -> Export Bid Items'.***





3. Select an ***'Export'*** format.
4. Type or ***'Browse'*** and select the ***'Directory/Location'*** to save the export file.
5. Click ***'OK'.***

Note: After saving the export file, open the 3rd party bid preparation software (HCSS, BID2WIN or Hard Dollar), load the exported bid item file and prepare bid item prices. See **Import Bid Items** for importing items from 3rd party software back into CDA.

Export Bid Items to a Spreadsheet

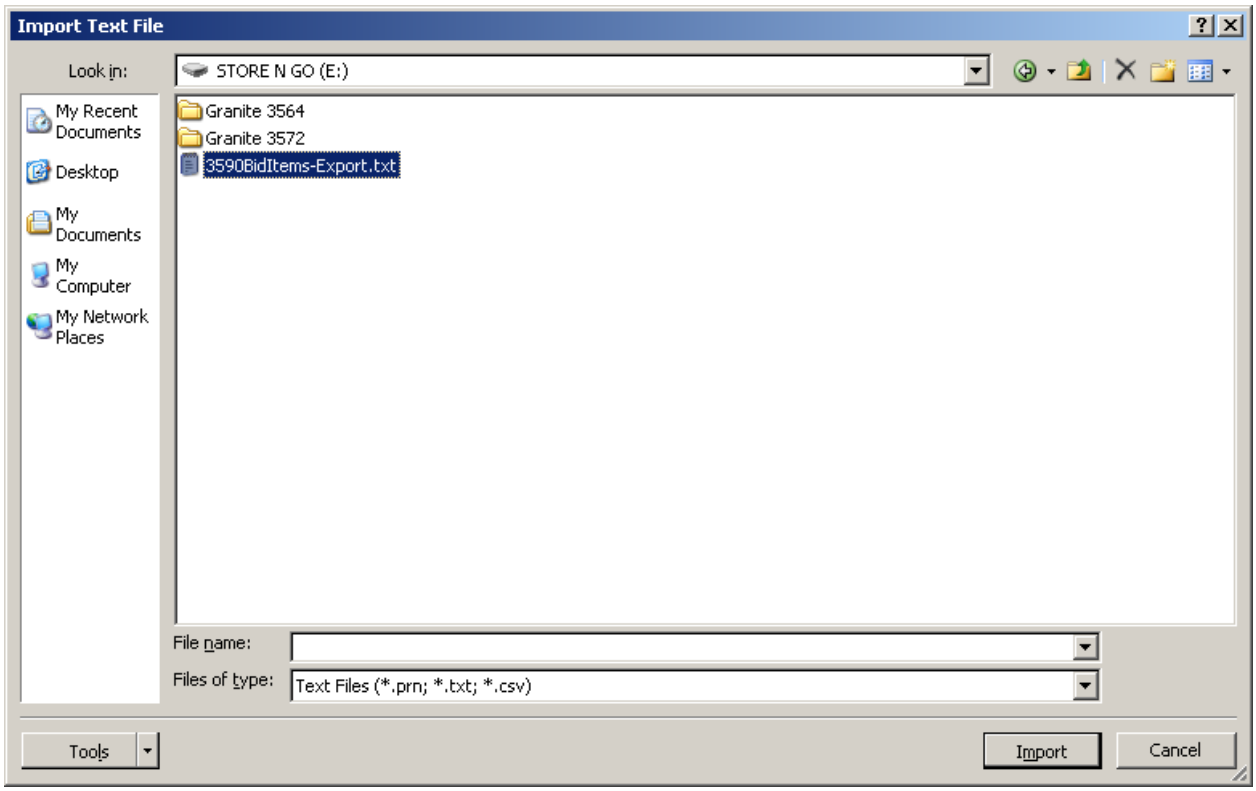
CDA allows the export of bid items to a spreadsheet to assist with preparing bid item prices.

NOTE: When exporting to a spreadsheet, the original columns of the data exported to text must not be moved (i.e. they must remain in the same sequence); and the file must be saved back to an ASCII text format in order for the import to be successful. Specifically, the **sequence of columns A through J must not be moved and, except for column H, should not be edited.** The unit prices are in column H, which can be edited. Formulas and labels may be added as desired at **column K or beyond, and beneath the final row of item information.**

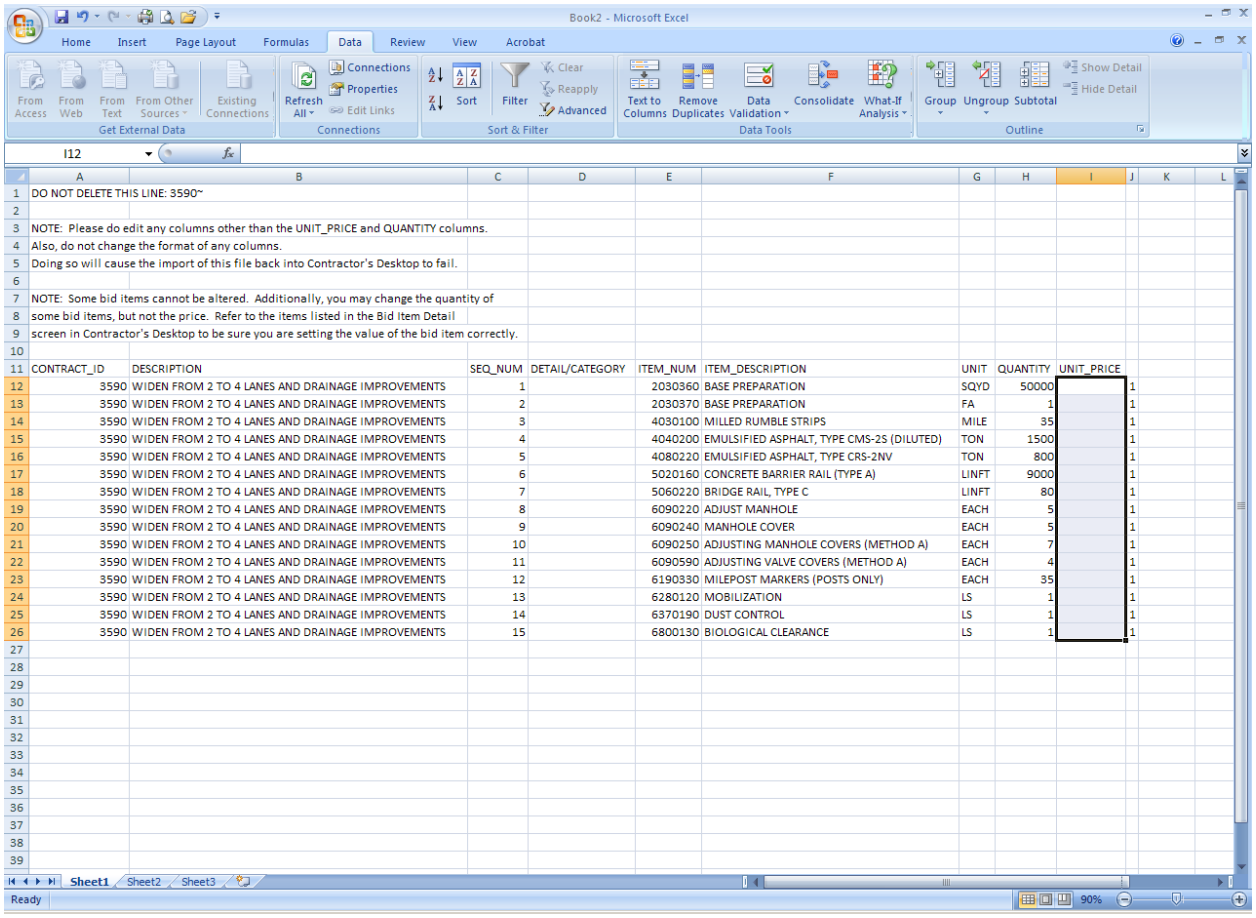
If using Excel, note that the information is in **tab-delimited** ASCII format. If using Quattro-Pro, select ASCII text format when saving changes whether using ***'Save'*** or ***'Save As'***.
For importing bid items from a spreadsheet back into the CDA, see **Import Bid Items.**

Exporting Bid Items to Excel

To export bid items to Excel (Microsoft Excel 2007)
1) Follow the instructions for **Exporting Bid Items,** and select the Export to Spreadsheet button.
2) Open a new Excel workbook.
3) Select Data, From Text



4) Find the xxxxBidItems-Export.txt file (where xxxx is the contract number) and click Import
5) Check the Delimited button and click Next
6) Check the Tab box and click Next



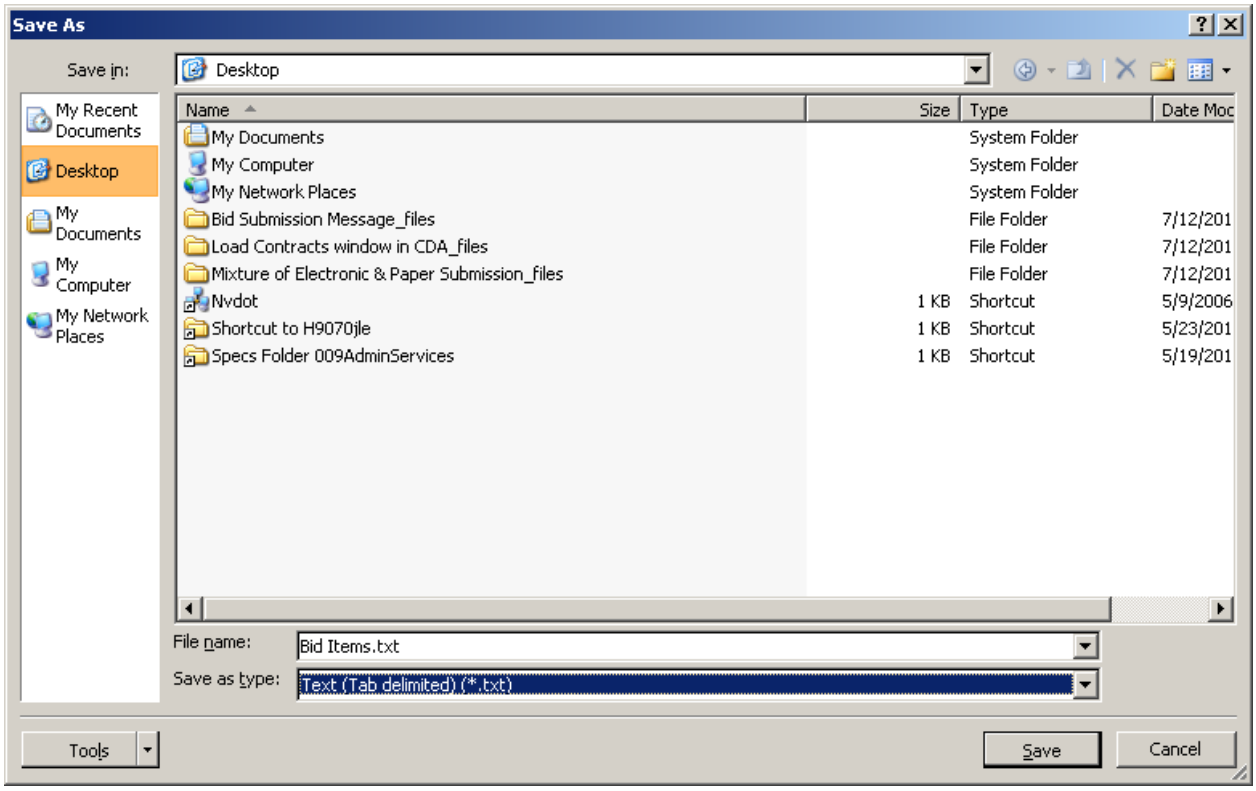
DO NOT DELETE THIS LINE: 3590~

NOTE: Please do edit any columns other than the UNIT_PRICE and QUANTITY columns.
Also, do not change the format of any columns.
Doing so will cause the import of this file back into Contractor's Desktop to fail.

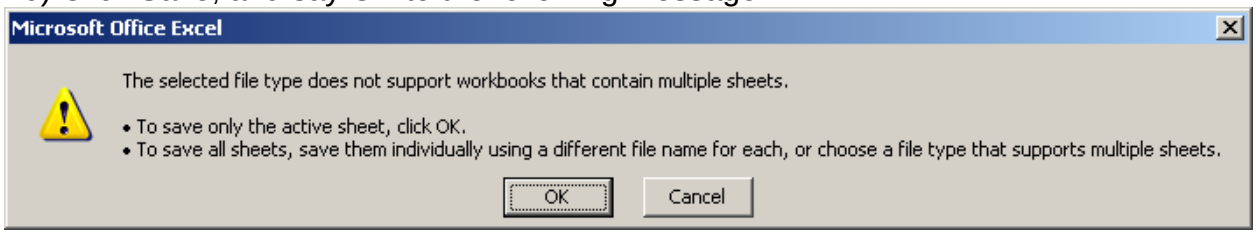
NOTE: Some bid items cannot be altered. Additionally, you may change the quantity of some bid items, but not the price. Refer to the items listed in the Bid Item Detail screen in Contractor's Desktop to be sure you are setting the value of the bid item correctly.

CONTRACT_ID	DESCRIPTION	SEQ_NUM	DETAIL/CATEGORY	ITEM_NUM	ITEM_DESCRIPTION	UNIT	QUANTITY	UNIT_PRICE	
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	1		2030360	BASE PREPARATION	SQYD	50000		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	2		2030370	BASE PREPARATION	FA	1		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	3		4030100	MILLED RUMBLE STRIPS	MILE	35		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	4		4040200	EMULSIFIED ASPHALT, TYPE CMS-2S (DILUTED)	TON	1500		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	5		4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	800		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	6		5020160	CONCRETE BARRIER RAIL (TYPE A)	LINFT	9000		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	7		5060220	BRIDGE RAIL, TYPE C	LINFT	80		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	8		6090220	ADJUST MANHOLE	EACH	5		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	9		6090240	MANHOLE COVER	EACH	5		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	10		6090250	ADJUSTING MANHOLE COVERS (METHOD A)	EACH	7		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	11		6090590	ADJUSTING VALVE COVERS (METHOD A)	EACH	4		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	12		6190330	MILEPOST MARKERS (POSTS ONLY)	EACH	35		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	13		6280120	MOBILIZATION	LS	1		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	14		6370190	DUST CONTROL	LS	1		1
3590	WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS	15		6800130	BIOLOGICAL CLEARANCE	LS	1		1

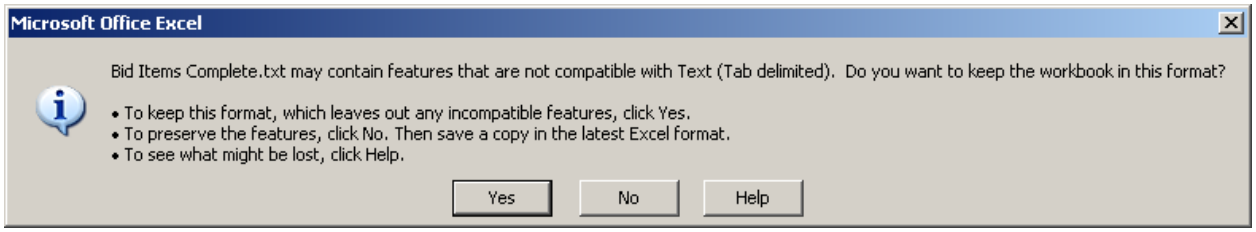
7) Complete your unit prices
8) Save your file by selecting the Office Button, SaveAs, Excel Workbook
9) Change the Save as type to Text (Tab delimited) (*.txt), and enter a file name



10) Click Save, and say OK to the following message:


Microsoft Office Excel
The selected file type does not support workbooks that contain multiple sheets.
• To save only the active sheet, click OK.
• To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.
OK
Cancel

11) Say Yes to the following message:


Microsoft Office Excel
Bid Items Complete.txt may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format?
• To keep this format, which leaves out any incompatible features, click Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.
Yes
No
Help

12) Follow the instructions for **Import Bid Items** to upload your calculated prices into CDA. All prices will be entered from your spreadsheet into the CDA, with the exception of "FA" item types (their price is fixed).

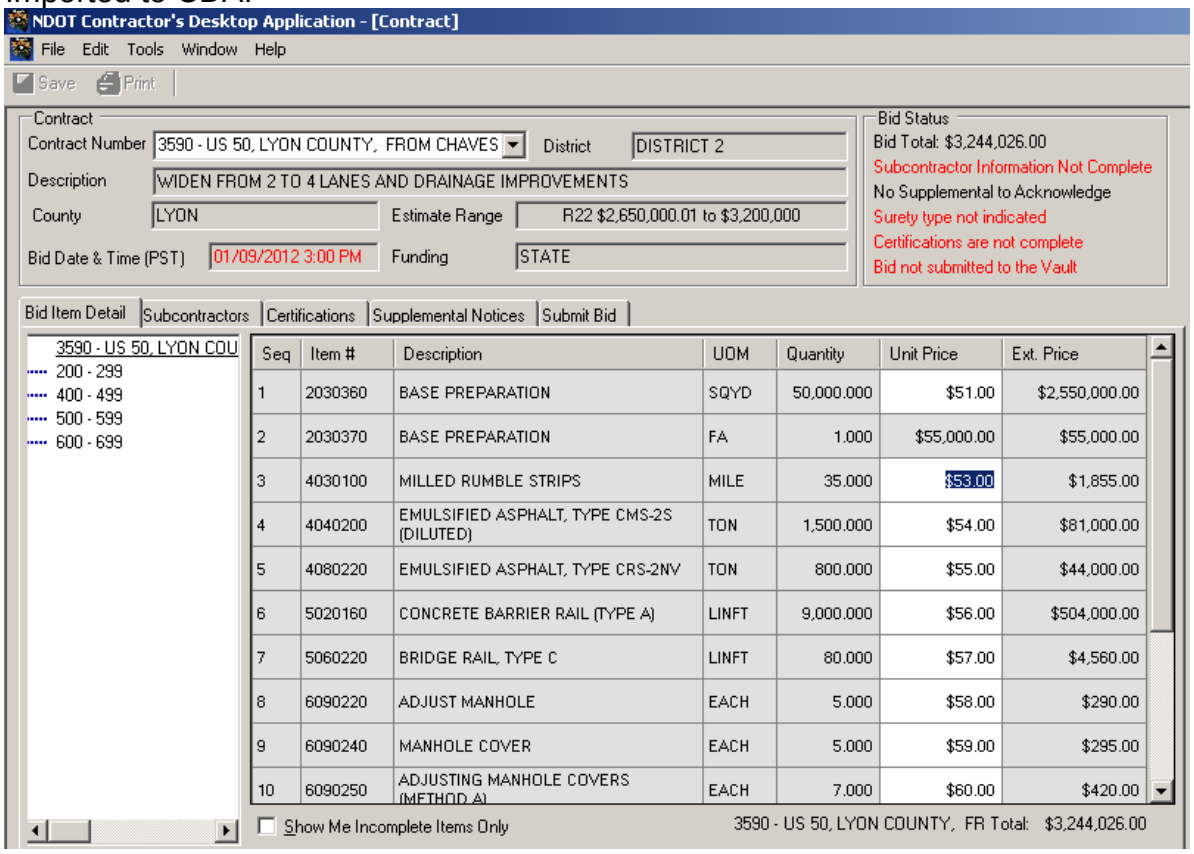
Spreadsheet data:

	A	B	C	D	E	F	G	H	I	J	K
1	DO NOT DELETE THIS LINE: 3590~										
2											
3	NOTE: Please do edit any columns other than the UNIT_PRICE and QUANTITY columns.										
4	Also, do not change the format of any columns.										
5	Doing so will cause the import of this file back into Contractor's Desktop to fail.										
6											
7	NOTE: Some bid items cannot be altered. Additionally, you may change the quantity of										
8	some bid items, but not the price. Refer to the items listed in the Bid Item Detail										
9	screen in Contractor's Desktop to be sure you are setting the value of the bid item correctly.										
10											
11	CONTRACT_ID	DESCRIPTION	SEQ_NUM	DET	ITEM_NUM	ITEM_DESCRIPTION	UNIT	QUANTITY	UNIT_PRICE		
12	3590	WIDEN FROM 2 TO 4 LANES	1		2030360	BASE PREPARATION	SQYD	50000	51	1	
13	3590	WIDEN FROM 2 TO 4 LANES	2		2030370	BASE PREPARATION	FA	1	52	1	
14	3590	WIDEN FROM 2 TO 4 LANES	3		4030100	MILLED RUMBLE STRIPS	MILE	35	53	1	
15	3590	WIDEN FROM 2 TO 4 LANES	4		4040200	EMULSIFIED ASPHALT, TYPE CMS-2S (DILUTED)	TON	1500	54	1	
16	3590	WIDEN FROM 2 TO 4 LANES	5		4080220	EMULSIFIED ASPHALT, TYPE CRS-2NV	TON	800	55	1	
17	3590	WIDEN FROM 2 TO 4 LANES	6		5020160	CONCRETE BARRIER RAIL (TYPE A)	LINFT	9000	56	1	
18	3590	WIDEN FROM 2 TO 4 LANES	7		5060220	BRIDGE RAIL, TYPE C	LINFT	80	57	1	
19	3590	WIDEN FROM 2 TO 4 LANES	8		6090220	ADJUST MANHOLE	EACH	5	58	1	
20	3590	WIDEN FROM 2 TO 4 LANES	9		6090240	MANHOLE COVER	EACH	5	59	1	
21	3590	WIDEN FROM 2 TO 4 LANES	10		6090250	ADJUSTING MANHOLE COVERS (METHOD A)	EACH	7	60	1	
22	3590	WIDEN FROM 2 TO 4 LANES	11		6090590	ADJUSTING VALVE COVERS (METHOD A)	EACH	4	61	1	
23	3590	WIDEN FROM 2 TO 4 LANES	12		6190330	MILEPOST MARKERS (POSTS ONLY)	EACH	35	62	1	
24	3590	WIDEN FROM 2 TO 4 LANES	13		6280120	MOBILIZATION	LS	1	63	1	
25	3590	WIDEN FROM 2 TO 4 LANES	14		6370190	DUST CONTROL	LS	1	64	1	
26	3590	WIDEN FROM 2 TO 4 LANES	15		6800130	BIOLOGICAL CLEARANCE	LS	1	65	1	
27											

Sheet1 Sheet2 Sheet3

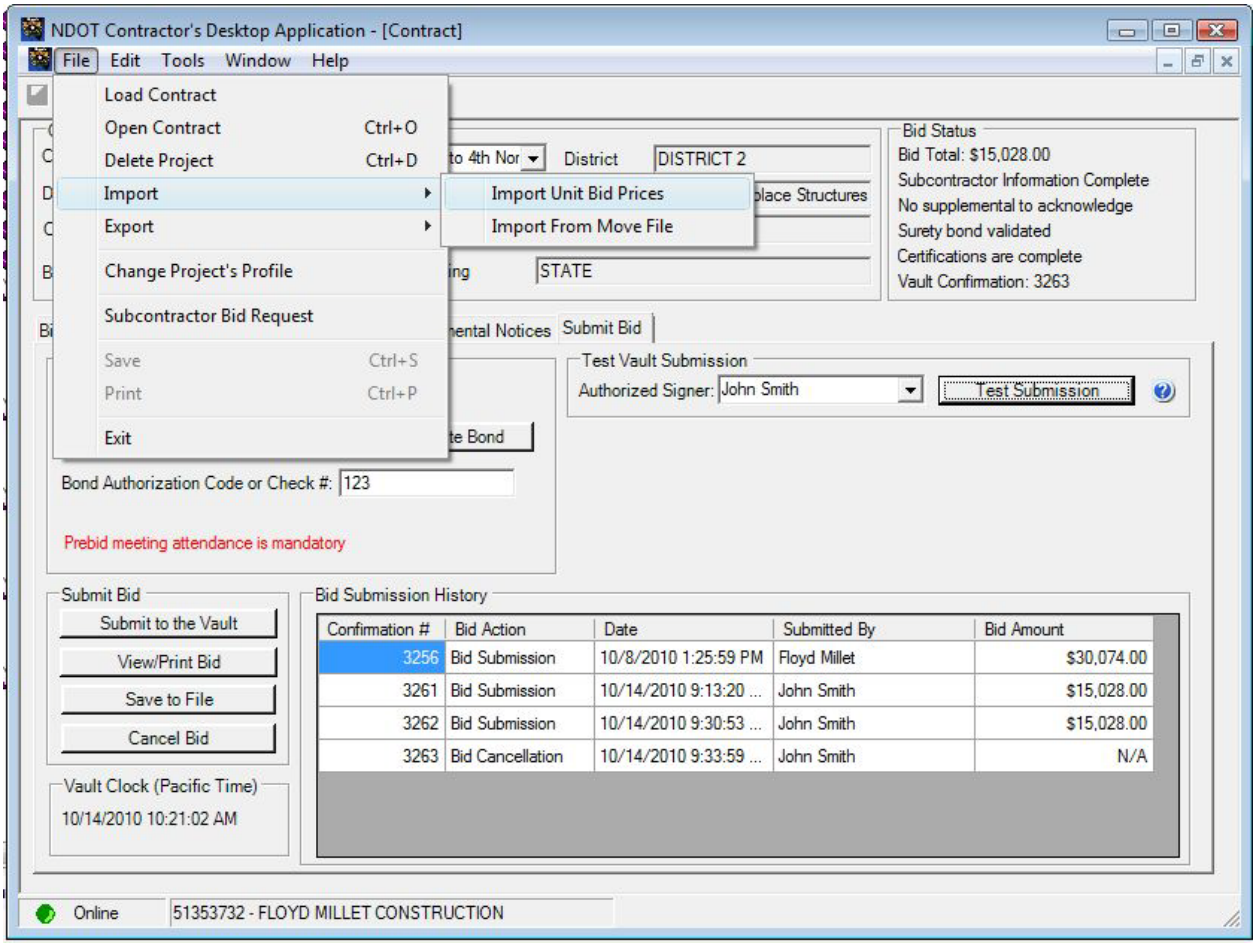
Ready

Imported to CDA:


NDOT Contractor's Desktop Application - [Contract]
File Edit Tools Window Help
Save Print
Contract
Contract Number 3590 - US 50, LYON COUNTY, FROM CHAVES
District DISTRICT 2
Description WIDEN FROM 2 TO 4 LANES AND DRAINAGE IMPROVEMENTS
County LYON
Estimate Range R22 $2,650,000.01 to $3,200,000
Bid Date & Time (PST) 01/09/2012 3:00 PM
Funding STATE
Bid Status
Bid Total: $3,244,026.00
Subcontractor Information Not Complete
No Supplemental to Acknowledge
Surety type not indicated
Certifications are not complete
Bid not submitted to the Vault
Bid Item Detail
Subcontractors
Certifications
Supplemental Notices
Submit Bid
3590 - US 50, LYON COU
200 - 299
400 - 499
500 - 599
600 - 699
Seq
Item #
Description
UOM
Quantity
Unit Price
Ext. Price
1 2030360 BASE PREPARATION SQYD 50,000.000 $51.00 $2,550,000.00
2 2030370 BASE PREPARATION FA 1.000 $55,000.00 $55,000.00
3 4030100 MILLED RUMBLE STRIPS MILE 35.000 $53.00 $1,855.00
4 4040200 EMULSIFIED ASPHALT, TYPE CMS-2S (DILUTED) TON 1,500.000 $54.00 $81,000.00
5 4080220 EMULSIFIED ASPHALT, TYPE CRS-2NV TON 800.000 $55.00 $44,000.00
6 5020160 CONCRETE BARRIER RAIL (TYPE A) LINFT 9,000.000 $56.00 $504,000.00
7 5060220 BRIDGE RAIL, TYPE C LINFT 80.000 $57.00 $4,560.00
8 6090220 ADJUST MANHOLE EACH 5.000 $58.00 $290.00
9 6090240 MANHOLE COVER EACH 5.000 $59.00 $295.00
10 6090250 ADJUSTING MANHOLE COVERS (METHOD A) EACH 7.000 $60.00 $420.00
Show Me Incomplete Items Only
3590 - US 50, LYON COUNTY, FR Total: $3,244,026.00

Import Bid Items

Importing bid items from 3rd party software or a spreadsheet:
1. Open a contract.
2. Select ***'File -> Import -> Import Unit Bid Prices'.***



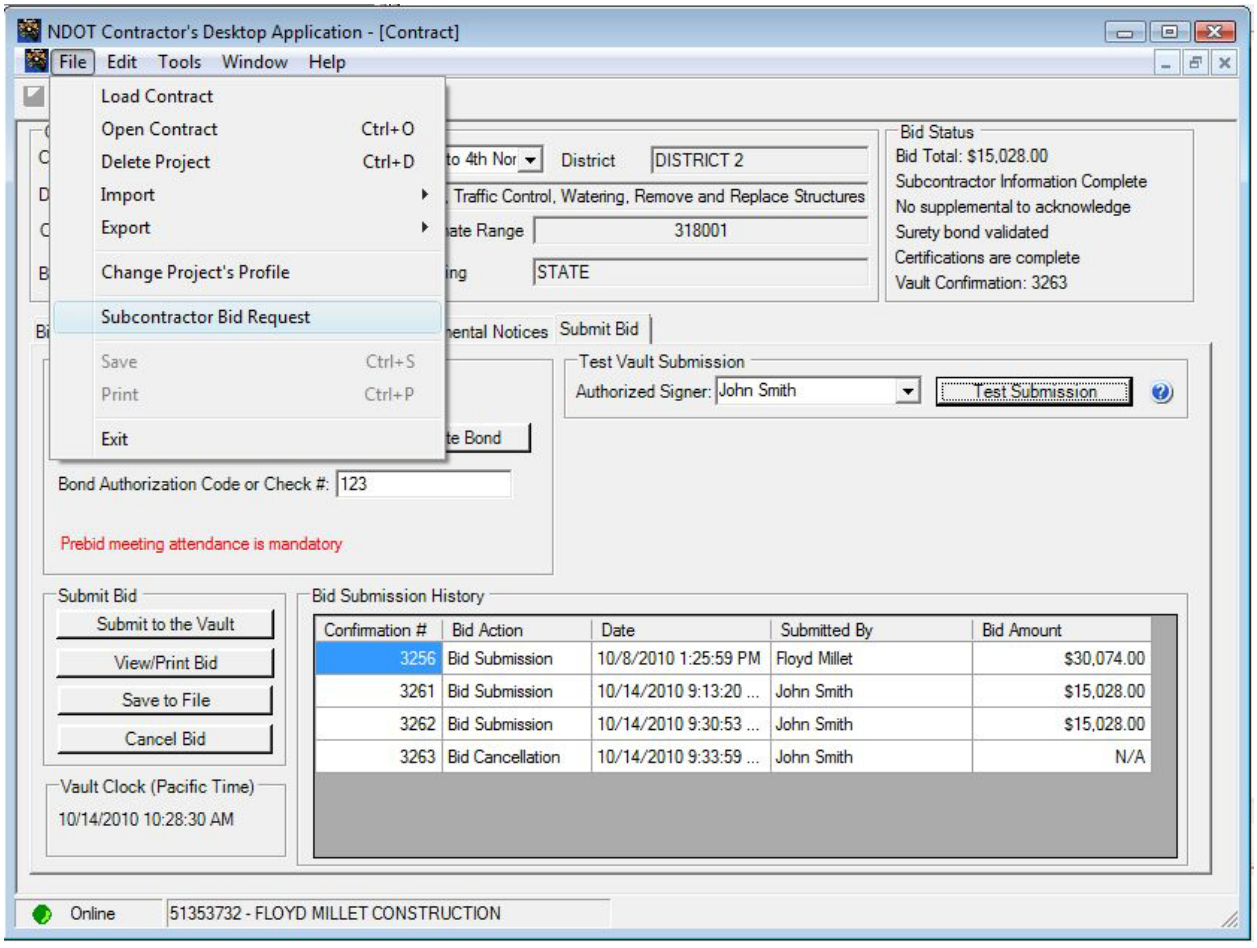
3. Locate the directory and file where you saved the 3rd party or spreadsheet bid item file and click ***"Open".***

Note: CDA imports the ***'Unit Prices'*** and calculates the ***'Ext. Price'***, ***'Category Total'*** and ***'Bid Total'*** for all item types except "FA". Any prices entered for FA items in the imported file are ignored, and the fixed price remains.

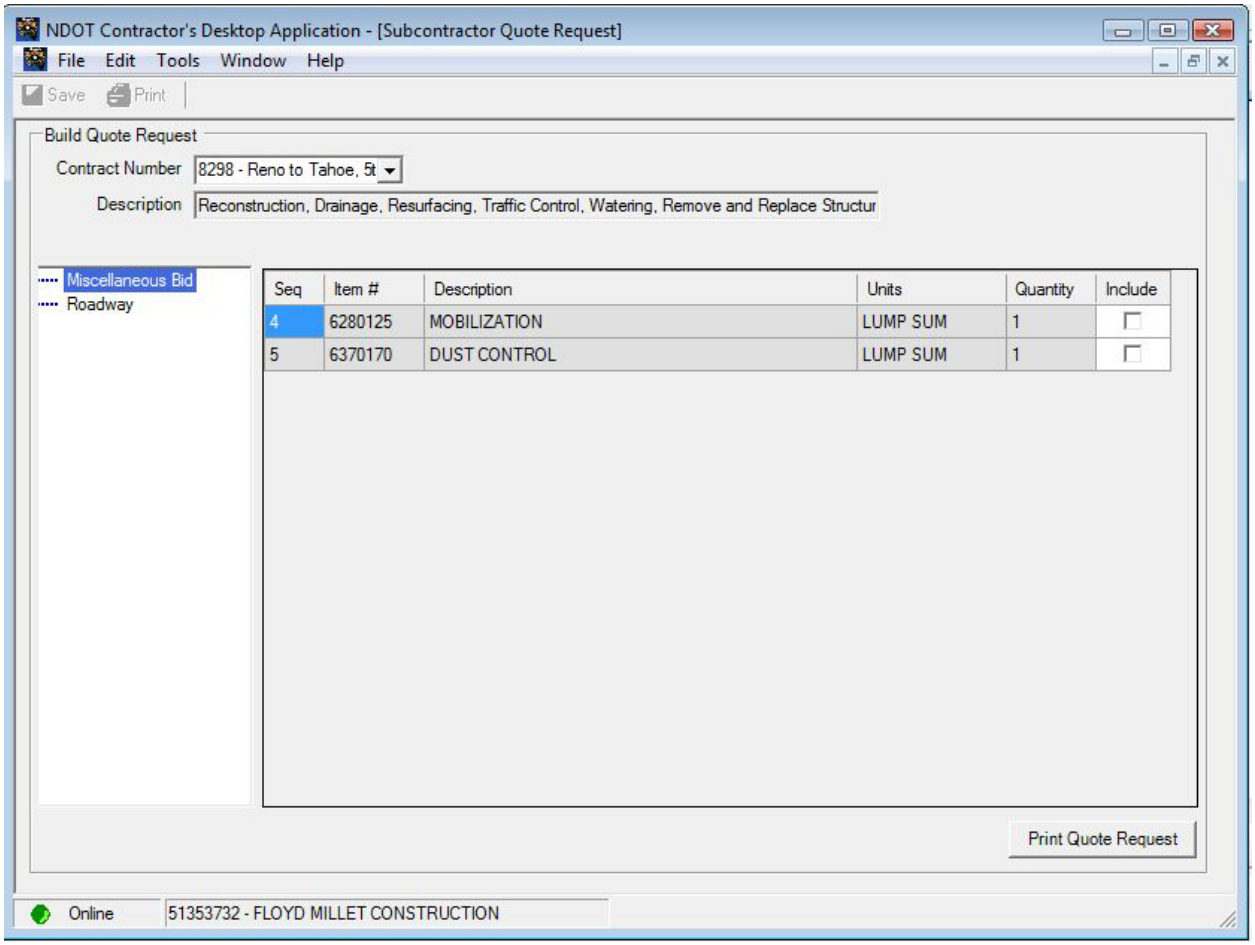
Subcontractor Quote Request

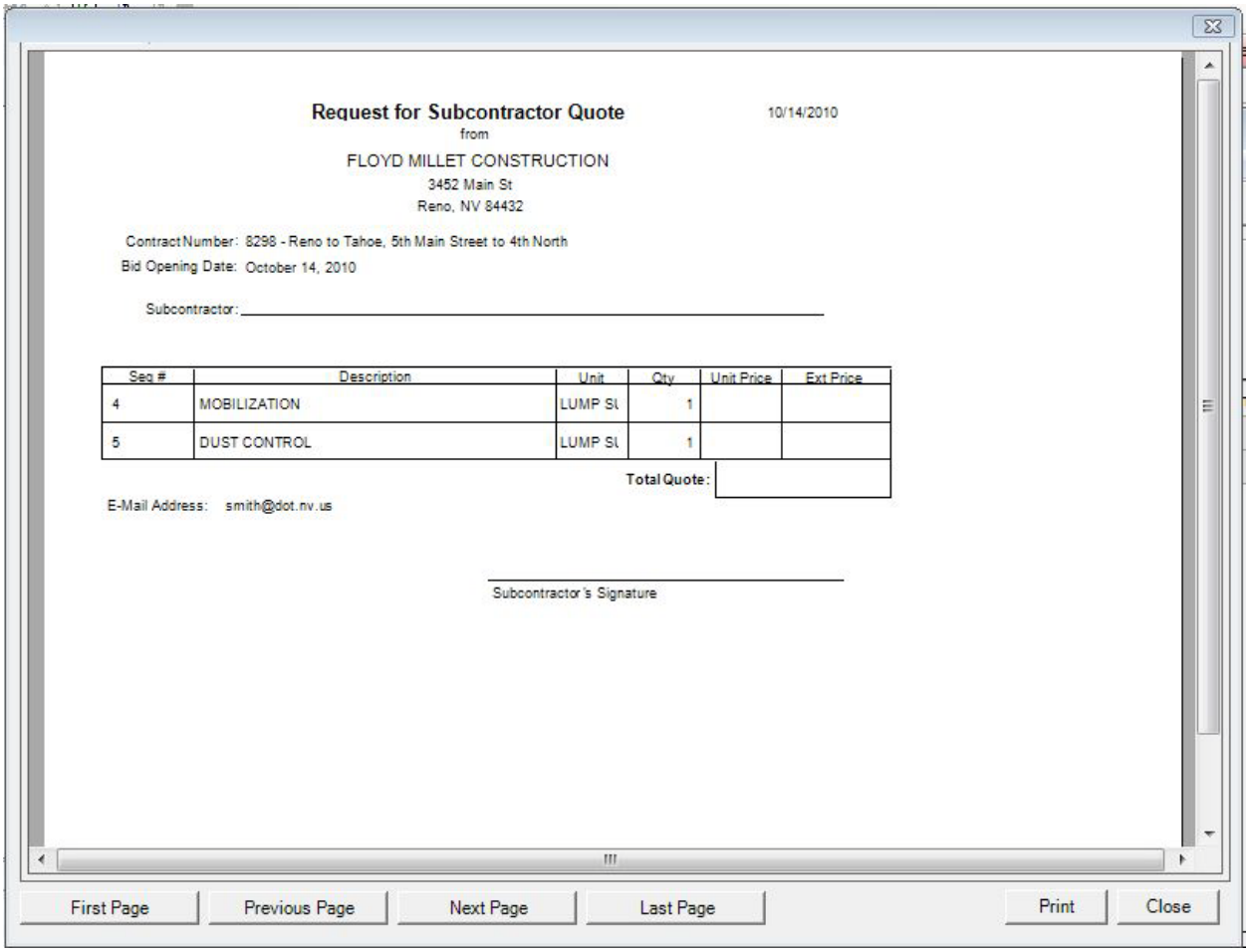
The ***'Subcontractor Bid Request'*** function enables Prime Contractors to create a quote request form. The form can be sent to potential DBE's, subcontractors and suppliers.

To create a Subcontractor Quote Request:
1. Open the contract.
2. Click '***File -> Subcontractor Bid Request'.***



3. Select the bid items to be included in the request and click the ***'Print Quote Request'*** button.

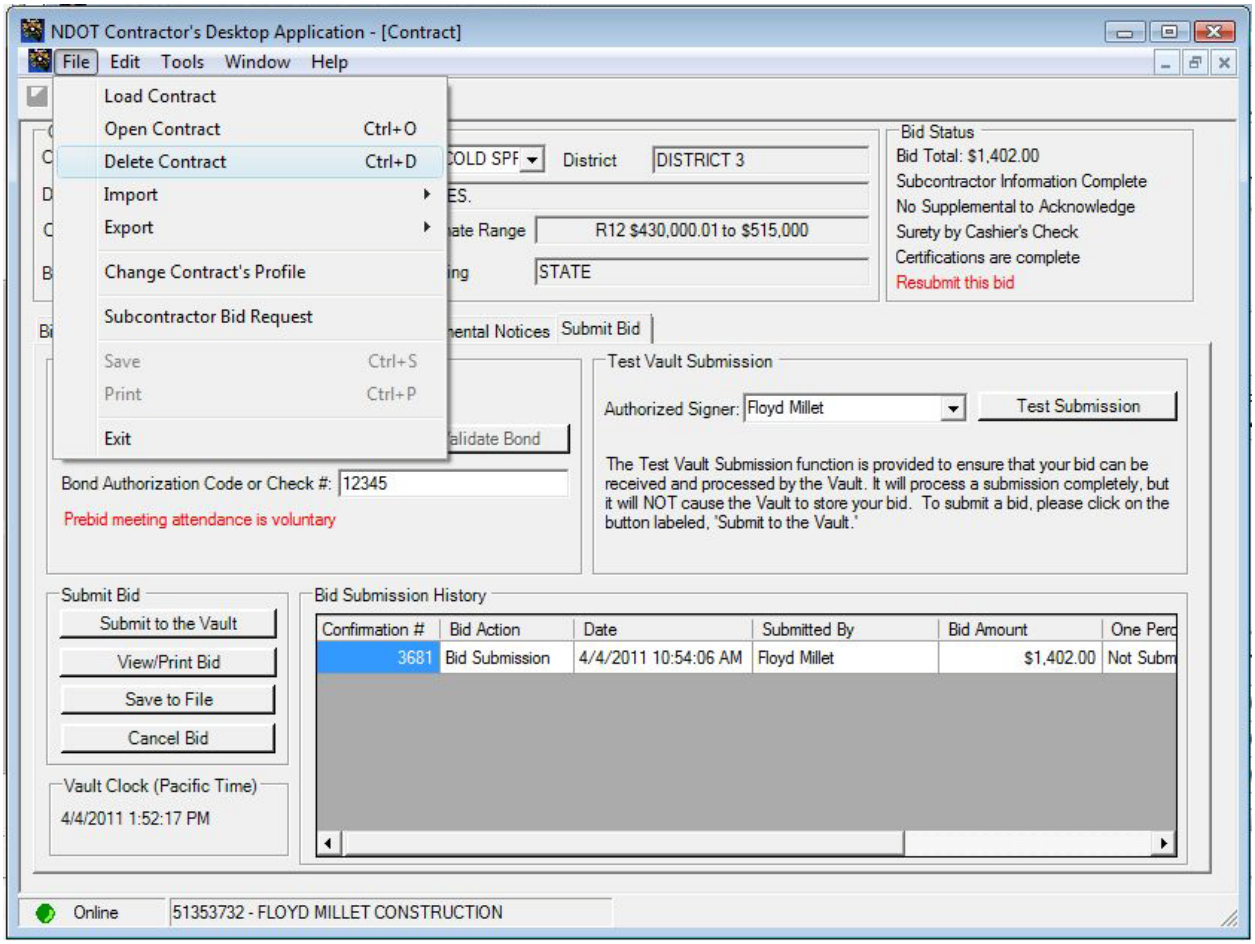

NDOT Contractor's Desktop Application - [Subcontractor Quote Request]
File Edit Tools Window Help
Save Print
Build Quote Request
Contract Number 8298 - Reno to Tahoe, 5t
Description Reconstruction, Drainage, Resurfacing, Traffic Control, Watering, Remove and Replace Structur
Miscellaneous Bid
Roadway
Seq Item # Description Units Quantity Include
4 6280125 MOBILIZATION LUMP SUM 1
5 6370170 DUST CONTROL LUMP SUM 1
Print Quote Request
Online
51353732 - FLOYD MILLET CONSTRUCTION


Request for Subcontractor Quote
10/14/2010
from
FLOYD MILLET CONSTRUCTION
3452 Main St
Reno, NV 84432
Contract Number: 8298 - Reno to Tahoe, 5th Main Street to 4th North
Bid Opening Date: October 14, 2010
Subcontractor:
Seq # | Description | Unit | Qty | Unit Price | Ext Price
4 | MOBILIZATION | LUMP SU | 1
5 | DUST CONTROL | LUMP SU | 1
Total Quote:
E-Mail Address: smith@dot.nv.us
Subcontractor's Signature
First Page
Previous Page
Next Page
Last Page
Print
Close

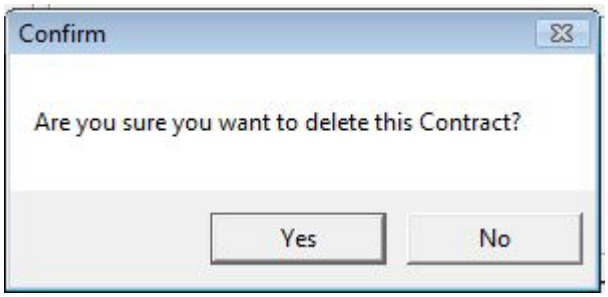
Delete Contracts

Once a bid opening has taken place and the contract has been awarded, you may want to delete the contract from your **Contractor's Desktop Application (CDA)**.

1. Open the contract**.**
2. Click '***File -> Delete Contract.***



3. A confirmation window will display. Select ***'Yes'*** to delete the contract or ***'No'*** to cancel the deletion.


Confirm
Are you sure you want to delete this Contract?
Yes
No